



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

TOLEDO CITY COUNCIL
Regular Meeting – Via Zoom Meeting Platform
June 17, 2020

Virtual Meeting: 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**
Oath of Office – Swear in Detective Michael Henderson
3. **Visitors/Public Comment**
(The public comment period provides the public with an opportunity to address the City Council regarding items not on the agenda. Please limit your comments to three (3) minutes).
4. **Consent Agenda**
Minutes from the Work Sessions held January 22, 2020 and May 27, 2020 and the Regular Meeting held June 3, 2020
5. **Discussion Items**
 - Discussion regarding mandatory face covering being worn in public places
 - Review Insurance Renewal report for insurance agent, Gary Eastland
 - Committee updates
6. **Decision Items**
 - Resolution No 1446, A resolution approving a rate increase for Solid Waste Disposal Services provided by Dahl Disposal
 - Continue Public Hearing: Abatement of dangerous stairwell at apartment building located at 109-115 SE 1st Street
 - Resolution No. 1442, authorizing the expenditure of funds from the City Council Strategic Reserve Fund to make small business loans available to businesses in Toledo
 - Resolution No. 1443, A resolution to transfer Funds to Correct Budget Appropriations for Fiscal Year 2019-2020

- Public Hearing: Resolution No. 1444, A resolution declaring the City's election to receive State Shared Revenues for Fiscal Year 2020-2021
- Public Hearing: Resolution No. 1445, a Resolution adopting the Budget, appropriating funds and levying taxes for Fiscal 2020-2021
- Resolution No. 1447, Extending the state of emergency declaration to July 1, 2020
- Surplus Fire vehicles and equipment for disposition

7. Reports and Comments

8. Adjournment

Comments submitted in advance are preferable. Comments may be submitted by phone at 541-336-2247 extension 2060 or by e-mail at lisa.figueroa@cityoftoledo.org. The meeting is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting by calling city offices at (541) 336-2247. Page 2

1 **TOLEDO CITY COUNCIL**

2 **Work Session**

3 January 22, 2020

4 6:00 p.m.

5
6 **1. CALL TO ORDER**

7 Mayor Rod Cross called the meeting to order at 6:04 p.m.

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

9
10 Staff present: City Manager Pro Tem (CM) Wes Hare, Finance Director (FD) Judy Richter, City
11 Recorder (CR) Lisa Figueroa, Police Chief (PC) Mike Pace, City Attorney (CA) David Robinson,

12
13 Visitors present: Tim Gross

14
15 **2. VISITORS/PUBLIC COMMENT**

16 There were no visitor comments.

17
18 **3. PRESENTATION**

19 City of Newport Public Works Director Tim Gross provided a presentation in regards to their Big
20 Creek Dam project. He indicated the population of Newport fluctuates and could have up to 50-
21 60,000 at certain times of the year. He indicated the fishing industry is the largest consumer of
22 water for Newport, using up to 50% of the water supply. He said in 2018-2019 they pumped nearly
23 830 million gallons and approximately 580 million of that came from the Siletz River intake
24 station. He provided background information about Big Creek Dam and commented on the
25 potential health and safety issues in the event of an emergency. He indicated the state advised the
26 City of Newport to consider relocating the water supply. He provided examples of different types
27 of dams and a conceptual design of the dam. He said the improvements would cost approximately
28 \$75-80 million dollars. He noted the City has an outreach program called ‘Save our Supply’ to
29 help educate the community about the project. He clarified Newport is not seeking financial
30 assistance from Toledo but wanted to inform Toledo about their project and expressed appreciation
31 if Toledo were to advocate for Newport and support them in the future.

32
33 The Council recessed at 6:50 for a short break and reconvened the meeting at 7:00 p.m.

34
35 **4. DISCUSSION AND DECISION ITEMS**

36 **Public Hearing in regards to the disposition and sale of City property; the Toledo Industrial
37 Park**

38 CA Robinson summarized the Council Report. He said the City had an appraisal completed on the
39 Toledo Industrial Property (TIP) in 2018. He referenced Toledo Municipal Code (TMC) Section
40 3.12.060(B), which stipulates the conditions of the Public Hearing notice and indicated the
41 Newport News Times failed to publicize the second notice. He recommended the Council continue

1 the Public Hearing to the next Council meeting on February 5, 2020. He indicated CM Hare
2 received another letter of interest and noted he would advise them of the hearing on February 5.
3 He said staff will need direction as to how the Council would like to proceed.
4

5 Mayor Cross opened the Public Hearing at 7:06 p.m. and reviewed the Public Hearing process. He
6 asked Council members if they wish to declare any conflicts of interest or ex parte contacts. After
7 hearing no comments, Mayor Cross opened the floor for public testimony.
8

9 Bud Shoemake, Port of Toledo Manager expressed concern over whomever purchases that
10 property and expressed interest that they develop it to its full potential. He commented the Port
11 does not have City sewer on their side of the bridge. He said they received a grant to get sewer to
12 the boatyard, the industrial park and two houses and have been working with Public Works on the
13 process.
14

15 CA Robinson indicated the property is within 100-feet of railroad Right-of-Way and Oregon
16 Revised Statutes 271.310.3(A) requires the City to provide the railway 30 days' notice.
17

18 It was moved and seconded (Dalbey/Kamikawa) to continue the Public Hearing to February 5,
19 2020 and the motion carried unanimously.
20

21 **5. DISCUSSION AND DECISION ITEMS**

22 **Discuss Sign Regulations within the Commercial Zoning District**

23 Mayor Cross indicated he has heard several complaints about multiple large signs within the City.
24 He said the Council has been asked to consider a sign ordinance and included there is a sign code
25 overlay along Main Street. He noted there is no sign code within the Commercial Zoning District.
26 The Council discussed the issue and several Councilors indicated they would like to consider a
27 sign ordinance. CM Hare noted Contract Planner Peterson is willing to review and compare sign
28 codes in other jurisdictions. CM Hare indicated staff would review and prepare a draft sign code,
29 which would go before the Planning Commission for consideration and then it would go to the
30 Council for adoption. There was a consensus of the Council to pursue the possibility of a
31 commercial sign code.
32

33 **Request for Council authorization to contract with HR Answers for a 34 Classification/Compensation & Pay Equity Study**

35 FD Richter provided the Council report. The Council inquired whether the job descriptions should
36 be prepared in house rather than contract it out. FD Richter responded there is not enough staff to
37 manage that project and answered other clarification questions.
38

39 It was moved and seconded (Dalbey/Strom) to authorize the City Manager to contract with HR
40 Answers for a Classification/Compensation & Pay Equity Study in an amount not to exceed
41 \$25,000 without further Council approval and the motion carried unanimously.
42

43 **Request for Council authorization to replace sewer line on Dahl Disposal property to reduce 44 inflow and infiltration**

45 CM Hare summarized the Council report and indicated the City can eliminate some inflow and
46 infiltration (I&I) and maintenance costs associated with the sewer line under Memorial Field. He
47 said in order to do that, Dahl Disposal Service would need another location to connect into and
48 would need to install a pump. He said the cost to change the connection is approximately \$18,000
49 and Dahl Disposal has offered to pay half of the costs. CM Hare said the project and costs are

1 within the City Manager’s purchase authority but he wanted to bring it before the Council because
2 of the unique situation.

3
4 It was moved and seconded (Kauffman/Kamikawa) to approve an agreement with Dahl Disposal
5 to replace an existing sewer line to reduce inflow and infiltration into the City’s sanitary sewer
6 system and the motion carried unanimously.

7
8 **6. REPORTS AND COMMENTS**

9 FD Richter answered clarification questions in regards to the quarterly financial reports and
10 expenses from the Fire Department.

11
12 CM Hare reported there are currently 20 applications submitted for the City Manager position. He
13 said Mill Creek Dam just had an annual inspection and passed, however, they recommended the
14 City update the Maintenance Plan. There was discussion about whether the City needs to plan for
15 improvements to the dam.

16
17 PC Pace said he met with the Engineer for the Public Safety Building and it was a very productive
18 meeting.

19
20 CR Figueroa reported the Council will meet in a joint meeting with the Port of Toledo Commission
21 in February.

22
23 Councilor Strom said he attended the Master Gardner’s meeting at the Fire Department and said it
24 was very informative because they discussed native species and suggested the City consider using
25 native species within Toledo.

26
27 Councilor Kamikawa expressed concern on the safety of the crosswalks in town. PC Pace
28 suggested the crosswalks get re-stripped and install additional signage in front of crosswalks.

29
30 Mayor Cross said the MidCoast Watershed Partnership meeting was this week and they were
31 finishing up Phase 2 of the partnership planning sessions. He said they hoped to complete their
32 problem issue goal statements by May. He said he spoke with Sheila Stiley of Northwest Coastal
33 Housing, who indicated that they will have results in a couple of weeks in regards to their funding
34 request for the apartment complex. He reported on the Toledo Boys Basketball team, who are
35 number one in the state and said the boys and girls wrestling teams are doing well this year.

36
37 **7. ADJOURNMENT**

38 The work session adjourned at 8:30 p.m.

39
40 ATTEST:

APPROVE:

41
42
43
44 _____
City Recorder Lisa Figueroa

Mayor Rod Cross

1 **TOLEDO CITY COUNCIL**

2 **Work Session**

3 May 27, 2020

4 6:00 p.m.

5
6 **1. CALL TO ORDER**

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

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

9
10 Staff present: City Manager (CM) Judy Richter, City Recorder (CR) Lisa Figueroa, Police Chief
11 (PC) Mike Pace, Public Works Director (PWD) Bill Zuspan, City Attorney (CA) David Robinson,

12
13 Visitors present: CJ Drake, Wayne Belmont, Kathy Crane, Craig Lash

14
15 **2. VISITORS/PUBLIC COMMENT**

16 There were no visitor comments.

17
18 **3. CONSENT AGENDA**

19 There were no items for consideration.

20
21 **4. DISCUSSION AND DECISION ITEMS**

22 **Authorize Contract with Sequoia Consulting to provide guidance on COVID-19 related**
23 **resources for the City of Toledo**

24 CM Richter indicated funding opportunities for reimbursements have arisen due to the COVID-19
25 pandemic but she is not familiar with where to look for those opportunities. She introduced Rachel
26 Maddox-Hughes. Ms. Maddox-Hughes said she is currently working with Linn County to assist
27 rural communities in seeking out similar funding options. She said she would be able to walk staff
28 through the paperwork. She indicated since her work is in direct relation to COVID-19, her costs
29 would be covered through state and FEMA funding.

30
31 It was moved and seconded (Jukich/Strom) to authorize City Manager Richter to enter into an
32 agreement with Sequoia Consulting for COVID-19 response and recovery fundraising services
33 and the motion carried unanimously.

34
35 **Strategic Investment Program Agreement presentation**

36 CM Richter introduced Wayne Belmont, Lincoln County Attorney, who wanted to meet with the
37 Council in regards to this item. Mr. Belmont recalled the joint Public Hearing to consider an
38 agreement between the City, Lincoln County and Georgia-Pacific (GP) to participate in the
39 Strategic Investment Program (SIP). He summarized the program and indicated it is a 15-year
40 property tax exemption on a portion of the capital investments that GP would make at the Mill. He
41 said before a business could qualify for the program, they have to make \$25 million dollars' worth

1 of improvements. He said the JUNO project would allow GP to meet those requirements and then
2 any improvements beyond that would qualify for an exemption. He said it is not a full exemption
3 because a portion of the money that is returned to the taxing districts [except the school district] is
4 in the form of a community service fee. He said the community service fee would require a separate
5 agreement with the entities receiving that money [City, Port of Toledo, Lincoln County and the
6 Greater Toledo Pool & Recreation District].
7

8 Mr. Belmont said there were concerns the County took to GP to negotiate terms; one which was
9 the extent of the exemption. He referred to page 3 of the agreement [included in the packet] and
10 said it establishes a floor on the taxes. He said they were able to negotiate a 35% community
11 service fee, which is 10% more than the 25% by state law. The Council questioned whether the
12 reduced tax base would be distributed in the community service fee in the same manner that the
13 taxed property would be disbursed. Mr. Belmont said that would be included in a separate
14 agreement between the taxing districts. Mayor Cross suggested the City use the extra 10% of the
15 community service fee to implement its own environmental report to the community and residents.
16

17 It was moved and seconded (Smith/Strom) to approve the Strategic Investment Program
18 Agreement, dated May 21, 2020, as presented before Toledo City Council and the motion carried
19 four to one with Councilor Kamikawa opposed.
20

21 **Resolution No. 1440, a resolution extending the state of emergency to June 17, 2020**

22 CM Richter said the current declaration expires on May 31 and it is uncertain as to whether the
23 County will be allowed to enter into Phase II.
24

25 It was moved and seconded (Smith/Jukich) to approve Resolution No. 1440, a resolution of the
26 Toledo City Council extending the state of emergency to June 17, 2020.
27

28 **5. REPORTS AND COMMENTS**

29 PWD Zuspan reported Graham Street was relined recently and they are continuing through the
30 projects in accordance with the Mutual Agreement and Order with the Department of
31 Environmental Quality.
32

33 Mayor Cross indicated the state has authorized garage sales with social distancing measures in
34 place. He said there will be a special emergency legislative session from June 22-27 to address
35 issues related to COVID-19. He commented on the budget process this year and expressed concern
36 over the contention between members and thanked staff for their work.
37

38 **6. RECESS INTO EXECUTIVE SESSION**

39 The Council recessed the Regular Meeting at 6:57 p.m. to enter into an Executive Session under
40 ORS 192.660(2)(e) or ORS 192.660(2)(f).
41

42 **EXECUTIVE SESSION**

43 Mayor Cross called the Executive Session to order at 7:03 p.m. and read the declaration of
44 Executive Session under the provisions of ORS 192.660(2)(e) To conduct deliberations with
45 persons designated by the governing body to negotiate real property transactions and ORS
46 192.660(2)(f) To consider information or records that are exempt by law from public inspection.
47

48 Representatives of the news media and designated staff shall be allowed to attend the executive

1 session. All other members of the audience are asked to leave the room. Representatives of the
2 news media are specifically directed not to report on any of the deliberations except to state the
3 general subject of the session as previously announced. No final decisions may be made in
4 Executive Session.

5
6

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

7
8 Staff Present: City Manager Richter, City Attorney Robinson and City Recorder Figueroa

9
10 No decisions were made in Executive Session.

11
12 The Executive Session adjourned at 7:15 p.m.

13
14 **7. RECONVENE THE WORK SESSION**
15 Mayor Cross reconvened the work session at 7:15 p.m.

16
17 **8. ADJOURNMENT**
18 The work session adjourned at 7:15 p.m.

19
20 ATTEST: APPROVE:
21
22
23
24 _____
City Recorder Lisa Figueroa Mayor Rod Cross

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**TOLEDO CITY COUNCIL
REGULAR MEETING**

June 3, 2020
6:00 p.m.

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10
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18

1. **CALL TO ORDER**

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

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

9
10 Staff present: City Manager (CM) Judy Richter, City Recorder (CR) Lisa Figueroa, City Attorney
11 (CA) David Robinson, Police Chief (PC) Mike Pace, Contract Planner (CP) Justin Peterson, Co-
12 Fire Chief (FC) Dave Inman, Staff Captain (SC) Greg Musil

13
14 Visitors: Wayne Burkland

15
16 2. **VISITORS/PUBLIC COMMENT**

17 There were no comments.

18
19 3. **CONSENT AGENDA**

20 **Minutes from the Special Meeting held April 8, 2020**

21 **Resolution No. 1441, A Resolution authorizing Staff to apply for a grant for the Safe Routes**
22 **to School Project Identification Program**

23
24 It was moved and seconded (Strom/Jukich) to approve the minutes from the Special Meeting held
25 April 8, 2020 as presented and the motion carried unanimously.

26
27 Mayor Cross moved Resolution No. 1441 to the decision items for discussion.

28
29 4. **DISCUSSION ITEMS**

30 **Committee Updates**

31 Mayor Cross indicated the Cascades West Council of Governments is recruiting for an Executive
32 Director and they have made an employment offer to a candidate.

33
34 5. **DECISION ITEMS**

35 **Resolution No. 1441, A Resolution authorizing Staff to apply for a grant for the Safe Routes**
36 **to School Project Identification Program**

37 CP Petersen provided the Council report. He said this grant is provided by the Oregon Department
38 of Transportation (ODOT) specifically is a plan identification program, which would require a

1 consultant to visit and identify areas of improvement around the school. He said there would be
2 staff time involved to write the grant and for future planning meetings. He indicated the City has
3 already received a letter of support from the School.
4

5 It was moved and seconded (Jukich/Smith) to approve Resolution No. 1441, A Resolution
6 authorizing Staff to apply for a grant for the Safe Routes to School Project Identification Program
7 and the motion carried unanimously.
8

9 **Public Hearing: Abatement of dangerous stairwell at apartment building located at 109-115**
10 **SE 1st Street**

11 Mayor Cross opened the Public Hearing at 6:26 p.m. and asked for declarations of ex parte contact
12 or conflicts of interest from members of the Council.
13

14 Mayor Cross and Councilor Strom declared they have visited the site. Mayor Cross reviewed the
15 Public Hearing process.
16

17 SC Musil provided the Council report and noted the Fire Department has been to the location on
18 several occasions. He said they had to transport a patient on a medical chair and noticed the deck
19 was shaky, weak and the stairs were spongy. He said the Fire Department was concerned for the
20 safety of the department and the patient. He said they tried to contact the property owner several
21 times but did not get a response and had to include the City Attorney for the owner to address the
22 issue. He noted the City hired a structural engineer to evaluate the deck, who provided a report
23 that identified deficiencies, which is included in the packet.
24

25 FC Inman indicated he and FC Ammons were contacted by Mr. Burkland earlier this week to visit
26 the property. He said they visited the site and took pictures of the improvements. He said the Fire
27 Department recommends another evaluation of the deck be completed before Council makes a
28 decision.
29

30 Mr. Burkland said he was in the hospital could not address the letters and then had to stay home
31 due to the quarantine. He said when he received the Public Hearing notice he decided to drive
32 down and repair the deck.
33

34 CA Robinson suggested the Council continue the hearing and conduct another engineer's report.
35 There was a consensus of the Council to continue the hearing.
36

37 Mayor Cross closed the public hearing at 6:39 p.m. The Council inquired whether they could
38 suspend the hearing until an engineer's report has been completed. CR Figueroa noted the Public
39 Hearing process requires the hearing be continued to a specific date and time.
40

41 It was moved and seconded (Smith/Kamikawa) to continue the Public Hearing to June 17 pending
42 the acquisition of an engineer's report on the work that has been done and the motion carried
43 unanimously.
44

45 CM Richter asked for clarification as to who will provide the engineer's report and cover the cost
46 of the report. CA Robinson recommended if the report notes the deck is safe and stable the City

1 could bear the cost but if the report indicates the deck is unsafe then the Mr. Burkland must make
2 the repairs and incur the cost of the report. He included if the City is forced to make the repairs
3 because Mr. Burkland does not do it, then the costs could be applied as a lien on his property. A
4 consensus of the Council agreed with CA Robinson's recommendation.

5
6 **Public Hearing: Temporary Use Permit Renewal 161– SE 2nd Street**

7 Mayor Cross opened the Public Hearing at 6:47 p.m. and asked for declarations of ex parte contact
8 or conflicts of interest.

9
10 Councilor Jukich said she served as a volunteer of the Eagles in the past but is no longer a member
11 and she used to live near the property. Councilor Strom declared he is an Eagles Member but not
12 the Toledo Chapter and he visited the site. Mayor Cross reviewed the Public Hearing process.

13
14 CP Petersen provided a report and said this is a request for an extension. He said the previous
15 approval was a six month approval in October of 2019. He said the Municipal Code allows for a
16 one-time six-month extension with City Council approval. He said notifications were mailed out
17 to adjacent property owners but staff received no comments. He indicated Public Works and the
18 Fire Department also reviewed the request.

19
20 Mayor Cross opened the floor for public testimony. After hearing no comments, he closed the
21 Public Hearing at 6:51 p.m.

22
23 It was moved and seconded (Strom/Smith) to approve the request to extend the deadline for
24 Temporary Use Permit #TTP-1-19 for up to six months and the motion carried unanimously.

25
26 **Ordinance No. 1383, An Ordinance amending ordinance 1306, the City of Toledo Police
27 Property Inventory Code, to comply with change in law**

28 CA Robinson provided the Council report and indicated the law has changed to prohibit police
29 from searching closed containers during a property inventory search. He noted the proposed
30 amendments strike any reference to searching closed containers.

31
32 PC Pace said policies change frequently and while Lexipol is up to date, the Municipal Code has
33 not been updated for some time.

34
35 It was moved and seconded (Smith/Jukich) to adopt Ordinance No. 1383, An Ordinance of the
36 City of Toledo Amending Ordinance Number 1306, the Toledo Property Inventory Code and
37 declaring an emergency [Mayor Cross read the title twice] and the motion carried unanimously.

38
39 **Parade & Procession permit request – Toledo High School Graduation Parade**

40 CR Figueroa summarized the Council report and indicated the 2020 high school graduation
41 ceremony has been cancelled due to the COVID-19 pandemic but the high school would like to
42 host a graduation procession instead. She said it would include approximately 50 cars and the route
43 will travel along Sturdevant Rd, a portion of Business Highway 20 and Main Street. She said staff
44 would notify Georgia-Pacific of the time and route as a courtesy since it may impact the truck
45 route along Sturdevant Road.

1 It was moved and seconded (Smith/Jukich) to approve the street closures for the High School
2 graduation for June 3, 2020.

3
4 Councilor Kamikawa noted the date should be June 6, 2020. Councilor Smith amended his motion,
5 Councilor Jukich seconded the amended motion and it carried unanimously.
6

7 **Resolution No. 1442, A Resolution authorizing expenditures from the City Council Strategic**
8 **Fund, making funds available for local business loans**

9 CM Richter provided the report and noted she had not received the agreement when she wrote the
10 report. She said she learned of a non-profit, Community Lending Works that manages loan funds.
11 She said they will manage an emergency loan fund for a city for \$100,000. She said Toledo does
12 not have \$100,000 however, Lincoln County, Lincoln City and the City of Yachats have agreed to
13 let Toledo participate [piggy-back] onto their fund with \$43,000 for businesses within Toledo. She
14 noted a couple of questions she had in regards to whether the funds are available as grants or loans.
15 There was discussion about the agreement and whether the pool will be applied to Toledo
16 businesses after two-weeks. There was a consensus of the Council to get more clarification before
17 they make a decision.
18

19 **6. REPORTS AND COMMENTS**

20 PC Pace reported Officer Wigham graduated from the Academy today and his class received the
21 Director's Award. He said the Award is given to classes who excel in academics, defensive tactics
22 and other criteria but they have to meet all four categories.
23

24 PWD Zuspan indicated all the banners for the high school students have been posted. He said the
25 crew has been out striping several streets.
26

27 CM Richter announced a new Utility Billing Clerk has been hired and there are several job
28 announcements that will be available on the website soon.
29

30 Councilor Strom asked if staff will address any concerns that were expressed by Budget
31 Committee members who did not vote to approve the budget. CM Richter indicated she cannot
32 make any changes to the approved budget before it goes to Council. Mayor Cross noted there was
33 clarification from CIS Insurance, which indicated the City Attorney/Planner position must remain
34 in the budget open and funded while an employee is on USERRA leave.
35

36 There was discussion about having a monthly report for Council to review projects and/or
37 estimated actuals but the Council did not provide any direction to staff.
38

39 Mayor Cross expressed excitement over the banners for the high school students. He commented
40 on Councilor decorum and how they present themselves to the public. He read a statement and
41 expressed the statement is his own personal view.
42
43
44
45
46

1 **7. ADJOURNMENT**
2 The meeting adjourned at 7:36 p.m.

3
4 ATTEST:
5
6
7
8 _____
City Recorder Lisa Figueroa

APPROVE:

Mayor Rod Cross

DRAFT

**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

	Meeting Date:	Agenda Topic:
	June 17, 2020	Discussion regarding mandatory face covering being worn in public places
Council Goal:	Agenda Type:	
Assure and provide services that protect the public.	Discussion and Information	
Prepared by:	Reviewed by:	Approved by:
City Manager J. Richter	City Manager Judy Richter	City Manager Judy Richter

Recommendation:

Staff has no recommendation. Agenda topic is a result of inquiry by Lincoln County Commissioners.

Background:

Mandatory face coverings was brought up by Wayne Belmont during a conference call with City Managers and Tribal Leaders on Tuesday, June 9. The County Commissioners discussed the issue during their regular meeting the day before. According to the article in the Newport News Times, two of the three commissioners were in favor. Minutes of the meeting are not available at this time. Their consensus was that the cities within Lincoln County would have to be in agreement and implement the necessary rules in each jurisdiction to be effective.

Each city was polled as to where they were on the issue.

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

**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

	Meeting Date:	Agenda Topic:
	June 17, 2020	Review Insurance Renewal report for insurance agent, Gary Eastland
Council Goal:	Agenda Type:	
Be fiscally responsible and maximize available revenue.	Discussion and Information	
Prepared by:	Reviewed by:	Approved by:
City Manager J. Richter	City Manager Judy Richter	City Manager Judy Richter

Recommendation:

Information item only. No action required by Council.

Background:

The property/Liability, Auto and Mechanical Breakdown insurance coverage as provided by CIS renews on July 1. The Workers Compensation insurance provided by SAIF renews on July 1 as well. (Unfortunately, the premium increases are not available until after the budget is prepared so we only have estimates (guesses) to use for the budget.)

While we have had some claims during the past year, they have not been as a result of any kind of negligence on the part of the City or City employees. The hope is that there will be amounts recovered from other insurance companies that will help to offset some of the claim costs.

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

Attachment:

1. Letter from Hagan Hamilton



hagan hamilton

INSURANCE SOLUTIONS

June 10, 2020

City of Toledo Council
Rod Cross, Mayor
Judy Richter, City Manager
PO Box 220 Toledo OR 97391

Insurance Programs Stewardship Report July 1, 2020 – June 30, 2021

I would like to thank you for your continued support of Hagan Hamilton as your Agent of Record for the City of Toledo insurance programs. I have reviewed the renewal proposals and my recommendation to the Council is to accept the following renewal offers to be effective July 1, 2020:

- City County Insurance Services (CIS)
 - PROPERTY/LIABILITY
 - AUTO
 - MECHANICAL BREAKDOWN
- SAIF
 - Workers Compensation

The proposed annual contribution for the CIS Package is \$190,303 which is up 23% from the prior year contribution of \$154,343. This increase is primarily attributed to significant liability claims paid the past 8 years. During that period (2012-2020) CIS paid \$1,582,509 to the City. The Property/Liability premiums paid to CIS by the City during that same period (2012-2020) was \$626,826. The good news is CIS is willing to renew your policy and work together to try and reduce these liability losses in the future.

SAIF is offering renewal on your workers compensation with a deposit premium of \$65,163 which is up from last year's deposit premium of \$54,603. This increase correlates with an increase in claims this past year, the most impactful being the auto accident seriously injuring two City employees last September. SAIF is willing to work with the department managers to review the past claims and implement Best Practices to help reduce future workplace injuries.

The future brings uncertainty as we are all exercising distancing to reduce the spread of the Coronavirus and we are witnessing social unrest across the nation. We are starting to see some positive light on the horizon which gives hope for a calmer future. Thank you again for placing your confidence in me and Hagan Hamilton Insurance.

Respectfully,


Gary E. Eastlund CIC ARM CRM
Risk Management Consultant



**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

	Meeting Date:	Agenda Topic:
	June 17, 2020	Resolution No 1446, A resolution approving a rate increase for Solid Waste Disposal Services provided by Dahl Disposal
Council Goal:	Agenda Type:	
Assure and provide services that protect the public.	Decision Items	
Prepared by:	Reviewed by:	Approved by:
City Manager J. Richter	City Manager Judy Richter	City Manager Judy Richter

Recommendation:

Motion to adopt Resolution No. 1446, a resolution of the Toledo City Council approving a rate increase for Solid Waste Disposal Services provided by Dahl Disposal.

Background:

The City has an exclusive Franchise Agreement with Dahl Disposal for provision of Solid Waste & Recycling Services within the City of Toledo. Toledo Municipal Code 8.16 provides the parameters for the rate adjustment based on audited financial reports. City staff have reviewed the rate request & related financial information and concluded that the rate request is in compliance with the allowable parameters.

Dahl Disposal is proposing two options that the Council needs to consider:

Option A: as outlined in the 2020 Rate Review Report calling for a 1.275% increase as is reflected in the rates effective July 1, 2020 schedule. Implementation of the CPI adjustment called for by ordinance in even numbered years but was adjusted last year by “agreement.” If this is the preferred option, please refer to Resolution 1446 for adoption.

Option B: no adjustment at this time with the possibility of an adjustment later with 30 day notice. Resolution 1446 will not be adopted.

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

Attachment:

1. Letter from Dahl Disposal regarding 2020 Rate Review
2. Exhibit B Additional Allowable Expenses anticipated for current year
3. Exhibit C Calculation of Operating Ratio for last year and current year
4. Rate schedule effective July 1, 2020
5. Resolution No. 1446

May 20, 2020

City of Toledo
Attn: Judy Richter, City Manager
206 N Main Street Toledo
Or. 97391

2020 Rate Review Report

Enclosed please find our Annual Report of Operations as required in Section 18.16.140 (g)(6) of the City of Toledo Code.

As required in this section, we have included an annual report of results of operations prepared by our CPA for the year ended 12/31/2019 (Exhibit A). We have also included a schedule of all additional allowable expenses that we anticipate for the current year (Exhibit B), Calculation of Operating Ratio for last year and the current year (Exhibit C).

Based on this data, our Operating Ratio is projected to be slightly outside of the range of 85% to 91% at 91.54%. This would necessitate a rate adjustment of 4.65% in order to bring the ratio to 88%. Based on the current conditions, we are proposing to only implement the 1-year CPI adjustment as a sign of good faith. The Operating Ratio that we project, without a rate adjustment, is 92.65%. City code allows for a rate adjustment to reconcile to the CPI every other year in even numbered years. Last year, we agreed to implement a 1-year CPI adjustment and agreed to request only a 1-year adjustment this year. Although we are outside of the range, we would like to do our part during the COVID crisis and request an adjustment of 1.275% (after taking into account the 1-year rate adjustment dictated by code and agreed to in 2019). Based on this, we are proposing the following two options for adjusting rate this year:

Option A - Implementation of the CPI Adjustment called for by ordinance in even numbered years and amended by agreement last year. While the code calls for allowing an adjustment every other year in the amount of 85% of the two-year change in the CPI-U, West B/C, we were allowed to take one year of that change last year and reserved the right to take the second year this year. Under the ordinance this rate would be effective July 1, 2020. 85% of the one-year change in the CPI-U, West B/C is 1.275%.

Option B - We are both aware of and sensitive to the vast economic impact of COVID-19 on both commercial and residential customers. We know that many residential customers have suffered loss of work and associated financial difficulties. Many commercial accounts are suffering closures and varying degrees of financial loss as well. We want to be sensitive to the residents of this county and provide the same level of service without imposing an additional financial burden at this crisis. With this in mind, we have discussed the possibility of postponing the rate increase in order to ease the financial burden on the community.

The code indicates that the rates are to be adjusted every other year (even numbered years) by 85% of the two-year change in the CPI-U, West B/C index to account for COLA impacts. In order

to be sensitive to current economic conditions, we would propose the following: We would forego the rate increase for this year at this time, but reserve the right to implement it later this year as the economy moves back toward stabilization, with 30 days advanced notice.

This arrangement would allow the company to shoulder some financial burden of the response to the crisis while providing the same level of essential service to the community in this time of need.

We have included a proposed rate schedule (option A and Option B) for your review (Exhibit D)

We are happy to sit down and discuss our Annual Report of Operations with you at your convenience, and ask that we be notified of any planned discussions of this report with the City Council so that we may attend.

Please let us know if you have any questions or concerns.

Respectfully,

Joe Cook

Joseph Cook, Interim General Manager

**City of Toledo
Dahl Disposal Service, Inc.**

Rate Review Report
December 31, 2019

Allocation Method		Total Company Actual 2019	City of Toledo Actual 2019	Projected Adjustments	City of Toledo Projected 2020
INCOME AND EXPENSE DATA:					
REVENUE					
<i>From CPA Reviewed FS</i>					
Collection Services	Actual	\$ 4,484,552	\$ 855,102	\$ 43,727	\$ 898,828
Non Franchised	Actual	-	-	-	-
0.00%	Actual	-	-	-	-
Other Income (Expenses)	Actual	-	-	-	-
1.28%	Rate Adjustment Required	-	-	11,460	11,460
Total Revenue		4,484,552	855,102	55,187	910,288
LABOR EXPENSES					
Supervisor/Manager	Labor Hours	-	-	-	-
Shared Management and admin labor	Labor Hours	544,769	96,979	4,147	101,126
Operational Personnel	Labor Hours	835,791	148,787	5,556	154,342
Total Labor		1,380,560	245,766	9,703	255,469
OPERATIONAL EXPENSES					
Bad Debt Expense	Labor Hours	15,000	2,732	-	2,732
Amortization	Labor Hours	-	-	-	-
Business Taxes and PUC	Labor Hours	38,352	6,827	(770)	6,057
12000 Closure	Vessel Weights	29,601	17,201	443	17,643
Depreciation	Labor Hours	158,996	28,304	16,272	44,577
Disposal Charges - MSW	Vessel Weights	771,102	161,372	14,348	175,720
Disposal Charges - Recycling	Vessel Weights	223,704	46,816	576	47,392
Disposal Charges - Green	Vessel Weights	130,400	27,289	(756)	26,534
Franchise Fees	Labor Hours	139,523	37,717	3,876	41,592
Fuel	Labor Hours	163,306	29,072	1,054	30,125
Insurance Expense	Labor Hours	60,635	10,794	1,764	12,558
Yard Debris program Costs	Labor Hours	-	-	-	-
Operational Lease and Rent (Note 3)	Labor Hours	219,116	39,007	(3,428)	35,579
Interest	Labor Hours	-	-	-	-
Purchase Recyclables	Labor Hours	-	-	-	-
Recycling processing & transport	Labor Hours	-	-	-	-
Other	Labor Hours	29,631	5,275	(3,014)	2,261
Rent	Labor Hours	200,568	35,705	(959)	34,746
Repairs and Maintenance	Labor Hours	185,242	32,977	(4,195)	28,781
Tools and Supplies	Labor Hours	15,847	2,821	(236)	2,586
12000 Solid Waste District Surcharge	Labor Hours	35,153	6,258	46	6,304
Total Operational		2,416,176	490,166	25,022	515,188
GROSS PROFIT		442,246	119,170	20,462	139,632
ADMINISTRATIVE EXPENSES					
Advertising	Customer Counts	21,261	3,872	564	4,436
Bank Fees	Customer Counts	43,472	7,917	(968)	6,949
Business Meals and Ent	Customer Counts	-	-	1,534	1,534
Company Meetings	Customer Counts	-	-	3,278	3,278
Community Education & Support	Customer Counts	-	-	2,083	2,083
Drug Program	Customer Counts	-	-	-	-
Dues and Subscriptions	Customer Counts	11,695	2,130	(93)	2,037
Education and Travel	Customer Counts	-	-	1,978	1,978
Licenses and Fees	Customer Counts	509	93	1,132	1,224
Miscellaneous	Customer Counts	-	-	-	-
Office Supplies	Customer Counts	31,031	5,652	420	6,071
Postage	Customer Counts	45,978	8,374	199	8,572
Printing	Customer Counts	-	-	-	-
Professional fees	Customer Counts	104,405	19,015	(725)	18,290
Other	Customer Counts	21,837	3,977	(2,422)	1,555
Utilities	Customer Counts	23,039	4,196	416	4,612
Total Administrative		303,227	55,226	7,396	62,621
NET INCOME BEFORE TAX		\$ 384,589	\$ 63,945	\$ 13,066	\$ 77,011
Allocation Percentages					
Labor Hours		17.80%		17.80%	
Vessel Weights		20.93%		20.93%	
Customer Counts		18.21%		18.21%	

Exhibit B

City of Toledo
Dahl Disposal Service Inc.
 Calculation of Operating Ratio
 December 30,

	Actual 2019	Projected 2020
Total Expenses:		
Total Labor	\$ 245,766	\$ 255,469
Total Operational	490,166	515,188
Total Administrative	<u>55,226</u>	<u>62,621</u>
Total	791,157	833,278
Less Non Allowable Expenses: amortization	<u>-</u>	<u>-</u>
Less "Pass Through Expenses"		
Allowable Expenses	<u><u>791,157</u></u>	<u><u>833,278</u></u>
Revenue		
Revenue	855,102	910,288
Less "Pass Through Expenses"	<u>-</u>	<u>-</u>
Revenue (net of Pass Through)	<u><u>855,102</u></u>	<u><u>910,288</u></u>
Operating Ratio:		
Allowable Expenses	791,157	833,278
divided by		
Revenue (net of Pass Through)	<u>855,102</u>	<u>910,288</u>
Calculated Operating Ratio	<u>92.52%</u>	<u>91.54%</u>
	Allowed Range	85% - 91%

Exhibit C

Dahl Disposal Service

Rates effective July 1, 2020

City of Toledo

Residential Rates		CPI 85%			
	1-Jul-18	Adjustment	Calculated	Rounded	
		1.28%			
35 gal once a week curb refuse, recycling and Yard Debris service	\$ 34.05	\$ 0.43	\$ 34.48	\$ 34.50	per month
35 Gal every other week curb refuse, recycling and yard debris service	\$ 28.95	\$ 0.37	\$ 29.32	\$ 29.30	per month
35 gal once a month curb refuse, recycling and yard debris service	\$ 26.15	\$ 0.33	\$ 26.48	\$ 26.50	per month
35 gal on call curb refuse, recycling and yard debris service	\$ 26.15	\$ 0.33	\$ 26.48	\$ 26.50	per month
65 gal once a week curb refuse, recycling and yard debris service	\$ 57.00	\$ 0.73	\$ 57.73	\$ 57.75	per month
65 Gal every other week curb refuse, recycling and yard debris service	\$ 39.90	\$ 0.51	\$ 40.41	\$ 40.40	per month
65 gal once a month curb refuse, recycling and yard debris service	\$ 28.30	\$ 0.36	\$ 28.66	\$ 28.65	per month
65 gal on call curb refuse, recycling and yard debris service	\$ 28.30	\$ 0.36	\$ 28.66	\$ 28.65	per month
95 gal once a week curb refuse, recycling and yard debris service	\$ 82.45	\$ 1.05	\$ 83.50	\$ 83.50	per month
95 Gal every other week curb refuse, recycling and yard debris service	\$ 57.70	\$ 0.74	\$ 58.44	\$ 58.45	per month
95 Gal once a month curb refuse, recycling and yard debris service	\$ 41.25	\$ 0.53	\$ 41.78	\$ 41.80	per month
95 gal on call curb refuse, recycling and yard debris service	n/a	n/a	n/a	\$ 41.80	per month
Additional recycling cart serviced every other week	n/a	n/a	n/a	\$ 13.50	per month
Additional fee for refuse service curb enclosure	\$ 8.60	\$ 0.11	\$ 8.71	\$ 8.70	per month
Additional fee for refuse service driveway (Walk in) per 100 ft	\$ 15.35	\$ 0.20	\$ 15.55	\$ 15.55	per month
Additional fee for refuse service driveway (Drive in) per 100 yards	\$ 10.25	\$ 0.13	\$ 10.38	\$ 10.40	per month
Additional fee for recycling service / YD curb enclosure	\$ 8.60	\$ 0.11	\$ 8.71	\$ 8.70	per month
Additional fee for recycling service /YD driveway (Walk in) per 100 feet	\$ 15.35	\$ 0.20	\$ 15.55	\$ 15.55	per month
Additional fee for recycling service / YD driveway (Drive in) per 100 yards	\$ 10.25	\$ 0.13	\$ 10.38	\$ 10.40	per month

Lid up - Over Capacity	\$ 3.70	\$ 0.05	\$ 3.75	\$ 3.75	each
Extras at the curb (garbage, recycling or Yard Debris)	\$ 7.40	\$ 0.09	\$ 7.49	\$ 7.50	each
Extras at enclosures and driveway (garbage, recycling or Yard Debris)	\$ 8.00	\$ 0.10	\$ 8.10	\$ 8.10	each
Bear Proof Carts					
35 gal bear cart - includes enclosure and service and Equipment Charge	\$ 49.80	\$ 0.63	\$ 50.43	\$ 50.45	per month
- once a month	\$ 41.90	\$ 0.53	\$ 42.43	\$ 42.45	per month
- on call	\$ 41.90	\$ 0.53	\$ 42.43	\$ 42.45	per month
65 gal bear cart - includes enclosure and service and Equipment Charge	\$ 73.80	\$ 0.94	\$ 74.74	\$ 74.75	per month
- once a month	\$ 45.10	\$ 0.58	\$ 45.68	\$ 45.70	per month
- on call	\$ 45.10	\$ 0.58	\$ 45.68	\$ 45.70	per month
95 gal bear cart - includes enclosure and service and Equipment Charge	\$ 100.25	\$ 1.28	\$ 101.53	\$ 101.55	per month
Cart change out	\$ 18.40	\$ 0.23	\$ 18.63	\$ 18.65	each
On call Minimum Charge (With no service for the month)	\$ 12.25	\$ 0.16	\$ 12.41	\$ 12.40	per month
Restore Service fee	\$ 34.35	\$ 0.44	\$ 34.79	\$ 34.80	each
Off route call back fee	\$ 25.60	\$ 0.33	\$ 25.93	\$ 25.95	each

Commercial Rates					
200 gal once a week refuse, recycling and yard debris service	\$ 153.25	\$ 1.95	\$ 155.20	\$ 155.20	per month
200 gal once a month/temp cont. refuse, recycling and yard debris service	\$ 77.55	\$ 0.99	\$ 78.54	\$ 78.55	per month
200 gal extra P/U refuse, recycling and yard debris service	\$ 46.90	\$ 0.60	\$ 47.50	\$ 47.50	per month
200 gal every other week refuse, recycling and yard debris service	\$ 124.45	\$ 1.59	\$ 126.04	\$ 126.05	per month
300 gal once a week refuse, recycling and yard debris service	\$ 208.40	\$ 2.66	\$ 211.06	\$ 211.05	per month
300 gal once a month/temp cont. refuse, recycling and yard debris service	\$ 90.45	\$ 1.15	\$ 91.60	\$ 91.60	per month
300 gal extra P/U refuse, recycling and yard debris service	\$ 59.80	\$ 0.76	\$ 60.56	\$ 60.55	per month
300 gal every other week refuse, recycling and yard debris service	\$ 150.15	\$ 1.91	\$ 152.06	\$ 152.05	per month

Rent perm. Container dumped once a week container count customer	\$ 18.40	\$ 0.23	\$ 18.63	\$ 18.65	per month
Placement all Cont.	\$ 49.05	\$ 0.63	\$ 49.68	\$ 49.70	each
Temp. container rent per day no weekly service	\$ 4.60	\$ 0.06	\$ 4.66	\$ 4.65	per day

Drop Box					
Minimum charge per box - Solid Waste	\$ 551.70	\$ 7.03	\$ 558.73	\$ 558.75	each
Minimum charge per woody debris box	\$ 423.00	\$ 5.39	\$ 428.39	\$ 428.40	each
Compactor service additional per pull - SW rate plus	\$ 122.95	\$ 1.57	\$ 124.52	\$ 124.50	each
Plus Disposal					
- Solid Waste rates per ton	\$ 120.00	\$ 1.53	\$ 121.53	\$ 121.55	per ton
- Solid waste rate per pound rates per pound	\$ 0.06	\$ 0.00	\$ 0.06	\$ 0.06	per pound
- Woody debris drop box per ton	\$ 110.00	\$ 1.40	\$ 111.40	\$ 111.40	per ton
- Woody debris drop box per pound	\$ 0.06	\$ 0.00	\$ 0.06	\$ 0.06	per pound
Drop Box Misc.					
Drop box delivery fee	\$ 161.55	\$ 2.06	\$ 163.61	\$ 163.60	each
- plus per mile charge (one way)	\$ -	\$ -	\$ -	\$ -	per mile
Drop box rent after 7 days, weekends included	\$ 9.55	\$ 0.12	\$ 9.67	\$ 9.65	per day
Drop box truck per hour	\$ 134.85	\$ 1.72	\$ 136.57	\$ 136.55	per hour

You call, We Haul					
	ROUNDED TO \$1			ROUNDED TO \$1	
Deposit	\$ 56.00	\$ 0.71	\$ 56.71	\$ 57.00	each
One employee with a pick up	\$ 72.00	\$ 0.92	\$ 72.92	\$ 73.00	per hour
Extra employee per hour	\$ 36.00	\$ 0.46	\$ 36.46	\$ 36.00	per hour
Deposit (extra employee per hour)	\$ 51.00	\$ 0.65	\$ 51.65	\$ 52.00	per hour
Minimum of two employees to enter a house	\$ 102.00	\$ 1.30	\$ 103.30	\$ 103.00	per hour
Deposit (two employees to enter a house)	\$ 51.00	\$ 0.65	\$ 51.65	\$ 52.00	each
Disposal - minimum \$28.00 (certain items incur add' charges at disposal site)	\$ 123.00	\$ 1.57	\$ 124.57	\$ 125.00	per ton

**CITY OF TOLEDO
RESOLUTION NO. 1446**

A RESOLUTION OF THE TOLEDO CITY COUNCIL APPROVING A RATE INCREASE FOR SOLID WASTE DISPOSAL SERVICES PROVIDED BY DAHL DISPOSAL AND REPEAL RESOLUTION NO. 1419

WHEREAS, the City has granted an exclusive franchise to Dahl Disposal Service as set forth in the Toledo Municipal Code (TMC) 8.16.070; and

WHEREAS, the City Council sets rates as presently provided in TMC 8.16.140; and

WHEREAS, Dahl Disposal has submitted a rate increase request in compliance with the requirements of TMC 8.16.140.

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

- Section 1. To approve Dahl Disposal's request to implement the attached rate schedule to be effective July 1, 2020 as presented.
- Section 2. Resolution No. 1419 is hereby repealed in its entirety.
- Section 3. This Resolution shall be effective upon passage by the City Council this 17th day of June, 2020.

APPROVED:

Mayor Rod Cross

ATTEST:

City Recorder Lisa Figueroa

**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

	Meeting Date:	Agenda Topic:
	June 17, 2020	Continue Public Hearing: Abatement of dangerous stairwell at apartment building located at 109-115 SE 1st Street
Council Goal:	Agenda Type:	
Assure and provide services that protect the public.	Decision Items	
Prepared by:	Reviewed by:	Approved by:
City Recorder L. Figueroa	City Manager Judy Richter	City Manager Judy Richter

Recommendation:

See Council report dated June 3, 2020.

Background:

The Council held a public hearing on June 3 to discuss a dangerous stairwell located at 109-115 SE 1st Street. During the Public Hearing the property owner testified that he made some repairs. The Council continued the public hearing to June 17, 2020 pending an engineer's report to determine whether the repairs were sufficient enough to bring the stairwell up to code and not need an abatement.

Recommendations were outlined in the June 3 Council report [attached], also included are the materials from the Public Hearing discussion.

Fiscal Impact:	Fiscal Year:	GL Number:
There may be a fiscal impact if an abatement is determined	2019-2020	N/A

Attachment:

1. June 3 Council report and materials

**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

	Meeting Date:	Agenda Topic:
	06/03/2020	Public Hearing: Abatement of dangerous stairwell at apartment building located at 109-115 SE 1 st Street
Council Goal:	Agenda Type:	
Assure and provide services that protect the public.	Decision Items	
Prepared by:	Reviewed by:	Approved by:
City Attorney D. Robinson	City Manager Judy Richter	City Manager Judy Richter

Recommendation

- (1) Hold hearing pursuant to Council Rules Script for quasi-judicial hearings.
- (2) At the conclusion of the hearing, the council shall determine by resolution whether or not the building is dangerous.
- (3) If the council so finds that the stairs are dangerous and in need of abatement the council may order the building made safe and prescribe what acts or things must be done to render the building safe. (TMC 15.12.040)
- (4) Notice of the findings and orders made by the city council at the hearing shall be delivered to or sent by certified mail, return receipt requested, to the owner of record of the premises, his agent, or other person controlling the building. If the orders are not obeyed and the building rendered safe within the time specified by the order (being not less than five days), then the council may order the building removed or made safe at the expense of the owner of the property on which the building is situated. (TMC 15.12.060). If the council orders are not complied with, the council may specify the work to be done, file a statement thereof with the recorder, and have the work performed by the city public works department or advertise for bids for doing the work in the manner provided for advertising for bids for public improvement work. If bids are requested, they shall be received, opened and the contract let. (TMC 15.12.070). If the city undertakes the abatement then the costs of abatement will be an assessment against the property. (TMC 15.12.080).

Background

The fire chief determined that the stairwell located at 109-115 SE 1st Street meets the definition for “dangerous building” TMC 15.12.010(5) that the stairwell is “in such weak or weakened condition, or dilapidated or deteriorated condition, as to endanger any person or property by reason of probability of partial or entire collapse.” Toledo Fire Department has responded to this address on several occasions for medical calls on the second floor of this building. The stairwell leading to the second floor is wobbly while walking and using a medical stair chair while moving patients. Upon inspection of the stairwell it is noted that the stairwell has cracks, dry rot, moss, and mold growing on it making it unsafe for the occupants, visitors, and emergency responders. The owner has been notified in writing three times and refuses to make the necessary repairs.

On May 6, 2020, Council received a report from Toledo Fire as described above and thereafter directed staff to schedule a public hearing to consider evidence to determine whether it is appropriate for Council to order abatement.

**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

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

Attachment:

1. Photos
2. Letters to Mr. Burkland
3. Letters from Mr. Burkland
4. Engineer Report



**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**



**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**



**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**



**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**



**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

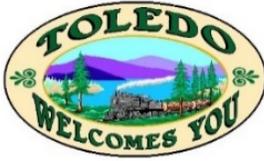


**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**



**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**





2/14/2020

Wayne Burkland
12602 SE 11th Street
Vancouver, WA 98683

RE: 109 -115 SE 1st Street, Toledo

Dear Mr. Burkland

This purpose of this letter is to notify you of a dangerous stairwell located at your apartment building at 109-115 SE 1st Street in Toledo, Oregon.

The Toledo Fire Department has responded to this building numerous times recently for medical calls. The stairwell is in a dilapidated condition poses a safety hazard to the occupants and emergency responders. The stairs are wobbly while walking on them and when using our medical stair chair to remove patients. Upon inspection of the stairs it is noted that the stairwell has cracks, dry rot, and moss and mold growing on it making it unsafe.

Per Oregon Fire Code section 1001.3 the following steps need to be taken **immediately**:

- Have the steps evaluated by a licensed structural engineer by February 21, 2020.
- Submit plans to the Lincoln County Building Department for a structural permit by February 28, 2020.
- Necessary work shall be completed by a licensed contractor by March 13th, 2020.

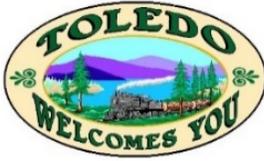
Failure to complete this may result in the closure of the building. Questions can be directed to us at 541-336-3311.

Regards,

Joe Ammons
Co-Fire Chief

Dave Inman
Co-Fire Chief

City of Toledo, PO Box 220, Toledo, Oregon 97391



3/16/2020

Wayne Burkland
12602 SE 11th Street
Vancouver, WA 98683

RE: 109 -115 SE 1st Street, Toledo

Dear Mr. Burkland

We received your letter dated 3/5/20 in response to our letter dated 2/14/20 regarding the stairwell at the apartment building you own at 109-115 SE 1st Street in Toledo, Oregon.

The current condition of the stairwell presents an immediate hazard to your tenants as well as emergency responders. The stairs are wobbly, have cracks, have dry rot, and have moss and mold growing on it making them unsafe. See the enclosed photographs. Actions need to be taken immediately to remedy this hazardous situation.

We are sorry to hear about your medical conditions you are dealing with as stated in your letter. We understand your physical limitations. It's appears the best course of action is for you to make arrangements by phone to have the stairwell evaluated by a licensed qualified contractor followed by immediate repairs. If the contractor determines the existing stairs cannot be repaired, you will need to retain a structural engineer licensed in Oregon to design a set of stairs that meet the requirement of the Oregon Structural Specialty Code. Plans will need to be submitted to the Lincoln County Building Department for a structural permit.

These items need to be addressed by **March 31st, 2020** to avoid civil penalties and/or the closure of the building. Questions can be directed to us at 541-336-3311, Ext. 5204.

Regards,

Joe Ammons
Co-Fire Chief

Dave Inman
Co-Fire Chief

City of Toledo, PO Box 220, Toledo, Oregon 97391

3-5-20

Dear Mr. INMAN Co Fire Chief
City of Toledo OR

My name is Wayne Burkland
and I received your letter concerning
my property at 109-115 SE 1st St
Toledo OR.

I was in Toledo when you sent your
letter. I was there w regards to
another property. I told myself to
NOT get stressed out. I did however
and when I returned your letter was
at home. I had chest pain & my left
arm was heavy. A little over a week
I went to get it Xrayed or whatever.
Instead I was hospitalized for 4
days & told to have no stress.

I was going to phone you but
whenever I picked up the phone my
palms got clammy & my forehead started
sweat. My blood pressure was 188-
216 on 4 occasions so I am
writing instead.

I visit my cardiologist for more
tests Friday the 20th of March 2020

Respectfully I will not be able
to comply with your letter. I will
phone when given the OK.

Sorry for the inconvenience

Sincerely
Wayne

11 May 2020

Regarding 109-115 SE 1st
Toledo OR.

Fire Chief Craig
Toledo OR. Fire & Rescue

Sorry I missed talking to
you when the meter base was changed
at 820 SE 7th St Toledo. The wife
received your letter the day after I
was in Toledo -

I had a severe chest pain + numbness
in my left arm - checked in with the
Veteran's Portland hospital for a
chest x to see if my starts were okay
They hospitalized me for 4 days
& ordered NO stress. Since then I
have had 4 or five sharp chestpains.

I had the symptoms of the
corona virus + quarantined for
14 days + have been told to
stay 6 FT from others as I may
be a carrier.

The President - the 2
governors + my cardiologist
all say stay home.

The reason I haven't picked up

- 2 -
your certified mail is the location where you pick up these letters is so small I would be violating the order's (left apart)
The coast has been closed for almost 2 months now.

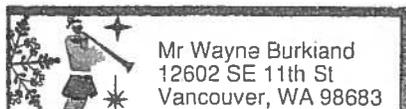
I am not avoiding you. As soon as it opens up the (coast) I will phone you.

I would suggest if you are having trouble with your gurney or wheelchair we remove the metal screen door & put up a mesh screen with magnets for access.

Thank you for your concern's. The safety of my tenants & family is top priority for over 50 years.

sincerely :

Wayne Burkland
360 - 892 - 5197



Creative Design & Engineering

1417 Fircrest Way
Waldport, OR 97394
541-563-8515 office
541-272-2908 cell

May 18, 2020

To: Greg Musil, Staff Captain, Toledo Fire Department
Ref: Inspection for existing deck for units 109, 111, 113 & 115
Located at SE 1st St, Toledo, OR

Mr. Musil,

On May 15, 2020 Creative Design & Engineering (CDE) performed a site inspection of the existing deck, handrail and stairway system to determine structural adequacy and overall occupant safe use of the existing deck system.

The deck is approximately 8 foot above pavement / concrete pad and serves as access and egress for the 4 apartments located above. The deck appears to be the only access from the apartments. No back-door access from the units was observed.

Observations:

- The deck extends 4' beyond the wall of the apartment units, and is supported by a set of double 2x10 cantilevered beams at 4' centers. I was not able to observe the internal length of the cantilever support beams, since they are located in a covered attic space. The overall length of the deck / stairway is approximately 73 feet. Decking consists of 2X6 planks spanning 4'. Deck boards are a mixture of materials, with most planks being non pressure treated.
- Deck planks have severe wood rot, as observed from below. Moss and vegetation is growing on the underside of the deck planks along the full length of the deck.
- In several instances, deck planks have broken off from their end supports and are hanging free.
- The handrail system is not stable and deflects several inches when a moderate force is applied to the top rail. Oregon Structural Specialty Code latest edition, section 1607.8.1.1 requires the handrail to support a horizontal force of 200 lbs. The existing deck handrail does not comply with this requirement.

Recommendations:

- 1) First priority
 - a. Install ½" plywood sheets over the existing deck planks, and secured to the deck planks with deck screws. The plywood sections should be placed end to end for the entire length of the deck / stairway area, ensuring that any open areas and weak spots are covered. This deck plywood operation should be installed soon, possible beginning Monday May 18, and be completed within a one day period.
- 2) Next Step

Creative Design & Engineering

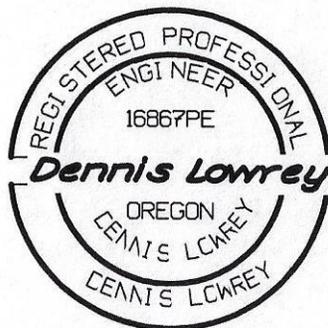
1417 Fircrest Way
Waldport, OR 97394
541-563-8515 office
541-272-2908 cell

- a. The existing deck structure, stairway area and handrail system should be demolished and a new deck system designed to conform to code required loads and details.
- b. The existing cantilevered 2x10 support beam system can remain in place. These beams are pressure treated, and are adequately supported by additional beams and posts located in the walls of the garage unit. Keep this support system in place and remove all the remaining deck planks, deck support transverse beams, handrail system and stairway support deck area.
- c. Construct a new deck using the existing support beams, along with new stairway area and new handrails.
- d. CDE will provide a deck drawing showing extent of demolition and new deck plan and structural details.
- e. During construction of the new deck, the existing stairway area and entry/exit stairs will need to be removed. During new construction, provide a means of access and egress by temporary means during the construction progress.

Thanks for the opportunity to work with you on this project. Please call with any questions or clarifications.

Dennis Lowrey

OR PE 16867



12/31/20

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1417 Fircrest Way
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541-563-8515 office
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Creative Design & Engineering

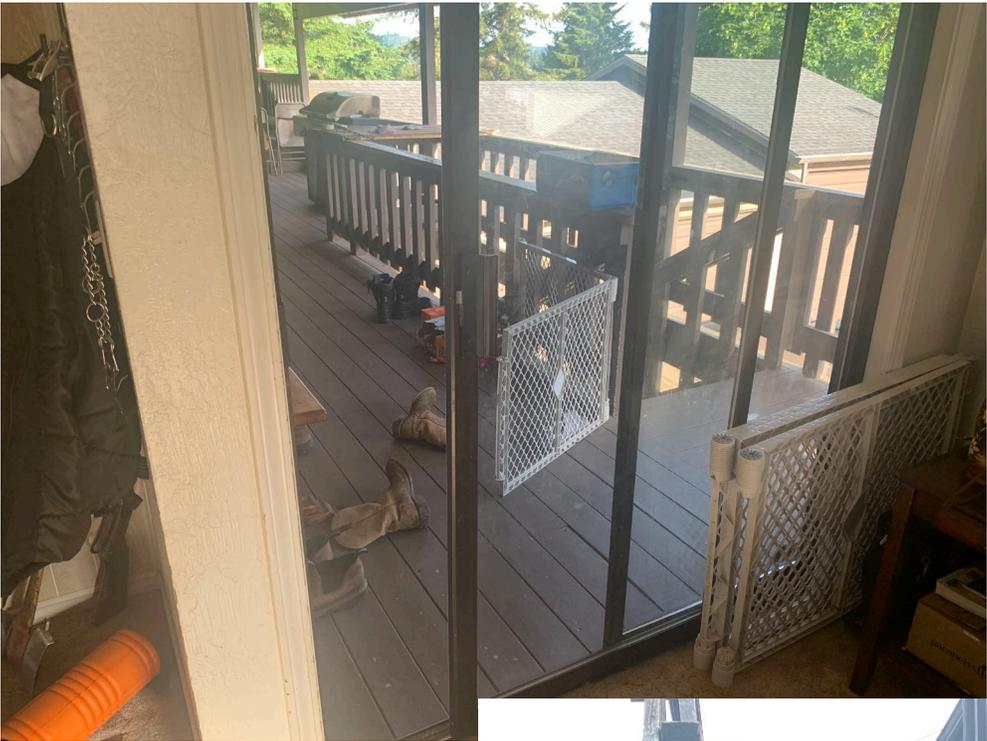
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Creative Design & Engineering

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Images taken 6-2-2020
by the Toledo Fire
Department -
presented at the
Council meeting















**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

	Meeting Date:	Agenda Topic:
	June 17, 2020	Resolution No. 1442, authorizing the expenditure of funds from the City Council Strategic Reserve Fund to make small business loans available to businesses in Toledo
Council Goal:	Agenda Type:	
Maintain and enhance characteristics that assure Toledo is a good place to be.	Decision Items	
Prepared by:	Reviewed by:	Approved by:
City Manager J. Richter	City Manager Judy Richter	City Manager Judy Richter

Recommendation:

Motion to approve Resolution 1442 which transfers \$43,430.00 from Capital Outlay within the City Council Strategic Reserve fund to Materials & Services and authorizes payment to

Background:

To help local businesses trying to recover from the effects of the Coronavirus shutdown, several cities within Lincoln County have set up funds for low interest loans. They are working with Community Lending Works to distribute/administer the funds as loans. The terms of the loans are very affordable. Interest is 2%, no payments for six months, interest only months 7-12 and up to 60 months to repay. Part of the program is “right-sizing” the loan amounts to help businesses be successful and monthly check-ins with the business to provide on-going support.

Lincoln County received the contract; however there are still a few issues to address. Staff will be able to provide an update at the Council meeting.

Fiscal Impact:	Fiscal Year:	GL Number:
\$43,430.00	2019-2020	020-200-608100

Attachment:

1. Information from Community Lending Works
2. Resolution No. 1442
3. Financial Statement City Council Strategic Reserve Fund



EMERGENCY BUSINESS LOAN

Community LendingWorks is working in partnership with local, state and federal officials to respond to the adverse economic & market conditions created by COVID-19 and the necessary public health measures to combat the virus.

This emergency loan is only one small part of the massive social and economic response needed for this crisis. While we recognize the vast additional need, we have to be realistic about the role we can play.

The Emergency Business Loan Is Intended To:

- *Help businesses remain solvent through the crisis and be ready/able to rebuild;*
- *Fill specific cash flow gaps in businesses' larger efforts to scale down, reduce expenses, and take any additional defensive measures to survive the crisis;*
- *Be paired with additional state and federal resources; please explore every option that might help you.*

The Emergency Business Loan is NOT:

- *Intended to replace lost business income (we don't have even 0.01% of the money needed for that);*
- *Intended to fund pre-crisis-level operations;*
- *A mechanism to pay wages of staff that the business can no longer financially support;*
- *For use to pay personal expenses such as rent/mortgage on your residence or personal credit cards;*
- *A low cost business loan for industries relatively un-impacted by the crisis.*

Eligible Businesses:

- *Those immediately impacted by public health restrictions;*
- *Meet the maximum employee threshold and other criteria defined by the City/County fund to which you are applying (check the CLW website for your local eligibility criteria);*
- *Were generally stable/strong prior to the crisis.*

Acceptance of this loan includes a commitment to monthly reporting and ongoing technical assistance.

Proposed Loan Terms

- | | |
|---|--|
| <ul style="list-style-type: none">• Loan Amounts Vary by City/County• Interest Rate 2%• Loan Term 60 months• Loan Fee: None• <u>Mandatory</u> monthly business check-in & financial reporting during zero payment period. | <ul style="list-style-type: none">• Repayment Schedule:
Months 1-6, payments deferred
Months 7-12, interest-only payments
Months 13-60 principal & interest payments |
|---|--|

Initial Required Documents

- Completed Application
- 2019 Interim Financial Statements
- January 2020 30-Day Interim Financials
- Emergency Plan:
 - Summary of Changes to Business Plan/Model (including how long it's sustainable)
 - Relaunch Plan (if temporarily closing or scaled down)
 - Emergency Operating Budget (include other state/federal grants of loans you plan to apply for)
 - Itemized list of proposed uses of loan funds (including whether 1-time or recurring)
 - Emergency Staffing Plan
 - Marketing Plan (if still operating)
 - How your supply chain is / could be effected by the crisis and your contingency plan

Within a single email, please send initial required documents to: **emergencycapital@communitylendingworks.org**

FAQs - Frequently Asked Questions

1. Q: Is my business eligible for this loan if our business is operating as usual?
A: No. This loan is designed to help businesses combat short-term crisis-related adverse conditions.
2. Q: Am I eligible if my business is completely closed due to public health restrictions?
A: Yes. We understand that businesses may have zero income during this time. We ask that you also explore every possible other measure of support (e.g. forbearance on existing loans, reduction in rent, etc.)
3. Q: What can the loan be used for?
A: It depends. Each business will have unique needs, so you will need to clearly explain in your emergency plan how the funds will be used and how that will help you through the crisis. It might be covering rent/insurance while your restaurant is closed. It might pay off net 30 invoices from pre-crisis. There are no specific limitations, except that it cannot be used to pay personal expenses. Your application will also be stronger if you are seeking other state/federal aid for which you may be eligible.
4. Q: Are borrowers required to personally guarantee this loan?
A: Yes.
5. Q: What happens if this crisis extends longer than expected, my contingency plan doesn't work, and I have to close the business permanently?
A: None of us can predict the duration of extent of this crisis. If your business closes permanently within the next 12 months, we will do our best to work with you on a solution.
6. Q: If I already have a CLW business loan, does this loan release me from my existing loan payments or other financial obligations?
A: No. Any desire to modify existing loan payments must be requested separately.
7. Q: Do I need collateral for the loan?
A: No.
8. Q: What happens when/if the loan fund runs out of money?
A: We expect that this will happen. When it does, we will place applications on a waiting list in date/time order of submission. We are constantly trying to raise more capital, and will contact businesses from the waiting list as funds become available. It helps us to gauge the need and advocate for funds if we have a waiting list, so please submit an application even if you hear that we're temporarily out of funds.
9. Q: Will this loan impact my eligibility for other government assistance?
A: Not that we know of, and we will follow other assistance programs closely, to monitor the impact of these loans on other programs. Neither CLW nor our City/County funding partners want anything about this product to block other resources, and can adjust this program accordingly.
10. Q: Can I apply for this loan if I don't have a Social Security Number?
A: Yes. Please provide your Tax Identification Number in the appropriate application field.

**CITY OF TOLEDO
RESOLUTION NO. 1442**

A RESOLUTION OF THE TOLEDO CITY COUNCIL AUTHORIZING THE EXPENDITURE OF FUNDS FROM THE CITY COUNCIL STRATEGIC RESERVE FUND TO MAKE SMALL BUSINESS LOANS AVAILABLE TO BUSINESSES IN TOLEDO STRUGGLING TO RECOVER FROM EFFECTS OF COVID-19 PANDEMIC BUSINESS SHUTDOWNS

WHEREAS, the Coronavirus has caused an international pandemic and the State of Oregon, Lincoln County and the City of Toledo have declared a state of emergency. To encourage citizens to “Stay Home, Stay Safe” the Governor put restrictions in place closing many businesses and limited operations of many others. The businesses have suffered severe financial losses as a result; and

WHEREAS, the City of Toledo wishes to aid small businesses in having access to loans to help them reopen and recover from this financial loss through the use of \$43,430.00 from the City Council Strategic Reserve Fund ; and

WHEREAS, the City of Toledo has joined with Lincoln County and other cities within Lincoln County to make funds available through Community Lending Works.

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

- Section 1. Make a budget transfer in the City Council Strategic Reserve Fund:
 From: 020-200-628200 Public Improvements (\$43,430.00)
 To: 020-200-608100 Contract & Other Services \$43,430.00
- Section 2. To enter into an Intergovernmental Agreement with Lincoln County and other cities within Lincoln County to provides \$43,430.00 to Community Lending Works to establish the Emergency Loan program for the City of Toledo.
- Section 3. This Resolution shall be effective upon passage by the City Council this 17th day of June, 2020.

APPROVED:

Mayor Rod Cross

ATTEST:

City Recorder Lisa Figueroa

General Ledger

Monthly Financial Report

User: jrichter
 Printed: 05/29/20 16:38:07
 Period 01 - 11
 Fiscal Year 2020

Fund	Dept Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
020	000 400100	Beginning Fund Balance	\$ (47,730.00)	\$ (47,989.88)	\$ -	\$ (47,989.88)	100.54%
020	000 400400	Interest	\$ (700.00)	\$ -	\$ -	\$ (883.73)	126.25%
020	000 405400	Loan Repayment	\$ (10,000.00)	\$ -	\$ -	\$ -	0.00%
020	000	REVENUES	\$ (58,430.00)	\$ (47,989.88)	\$ -	\$ (48,873.61)	83.64%
020	200 628200	Public Improvements	\$ 43,430.00	\$ -	\$ -	\$ -	0.00%
020	200	CAPITAL OUTLAY	\$ 43,430.00	\$ -	\$ -	\$ -	0.00%
020	200 608100	Contract & Other Services	\$ 15,000.00	\$ -	\$ 7,000.00	\$ 7,000.00	46.67%
020	200	MATERIALS & SERVICES	\$ 15,000.00	\$ -	\$ 7,000.00	\$ 7,000.00	46.67%
		Total Expenses	\$ 58,430.00	\$ -	\$ 7,000.00	\$ 7,000.00	11.98%
Grand Total			\$ -	\$ 47,989.88	\$ (7,000.00)	\$ 41,873.61	0.00%

**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

	Meeting Date:	Agenda Topic:
	June 17, 2020	Resolution No. 1443, A Resolution to Transfer Funds to Correct Budget Appropriations for Fiscal Year 2019-2020
Council Goal:	Agenda Type:	
Be fiscally responsible and maximize available revenue.	Decision Items	
Prepared by:	Reviewed by:	Approved by:
City Manager J. Richter	City Manager Judy Richter	City Manager Judy Richter

Recommendation:

Motion to approve Resolution No. 1443, A resolution to transfer funds to correct budget appropriation for Fiscal Year 2019-2020.

Background:

Estimates were used to prepare the budget for fiscal 2019-2020. They are never completely accurate. In this case, Personnel costs were overstated and Contracts & Other services were understated. This transfer moves appropriations from Personnel Services to Materials & Services within the same fund. There is no net effect. One category is increased and another is decreased.

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

Attachment:

1. Resolution No. 1443

**CITY OF TOLEDO
RESOLUTION NO. 1443**

**A RESOLUTION OF THE TOLEDO CITY COUNCIL TO TRANSFER FUNDS TO CORRECT
BUDGET APPROPRIATIONS FOR FISCAL YEAR 2019-2020**

WHEREAS, when the 2019-2020 budget was prepared estimates were used to predict the needs of the City; and

WHEREAS, those estimates were underestimated in predicting the needs of the Police Department, Administration, and General Services for Contracts and Other Services; and

WHEREAS, personnel costs for Police Department, Administration and General Services were overstated; and

WHEREAS, ORS 294.463, authorizes the transferring of funds in these situations.

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

Section 1. The following sums shall be transferred from and into the specified line items:

A. Administration

\$50,000	from	001-100-500082	General Fund/City Planner
\$50,000	into	001-100-608100	General Fund/Contracts & other Services

B. Police Department

\$25,000	from	001-400-500036	General Fund/Police Officer
\$25,000	into	001-400-608100	General Fund/Contracts & Other Services

C. General Services

\$15,000	from	001-900-604000	General Fund/Unemployment
\$15,000	into	001-900-608100	General Fund/Contracts & other Services

Section 2. This Resolution shall be effective upon passage by the Toledo City Council, this 17th day of June, 2020.

APPROVED:

Mayor Rod Cross

ATTEST:

City Recorder Lisa Figueroa

**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

	Meeting Date:	Agenda Topic:
	June 17, 2020	Public Hearing: Resolution No. 1444, A Resolution declaring the City's Election to Receive State Shared Revenues for Fiscal Year 2020-2021
Council Goal:	Agenda Type:	
Be fiscally responsible and maximize available revenue.	Decision Items	
Prepared by:	Reviewed by:	Approved by:
City Manager J. Richter	City Manager Judy Richter	City Manager Judy Richter

Recommendation:

Motion to adopt Resolution No. 1444, a resolution of the Toledo City Council declaring the City's Election to receive State Shared Revenues for fiscal 2020-2021.

Background:

Approval of the proposed Resolution is required prior to receiving State Revenues. The City is estimated to receive \$329,000 in state revenues in Fiscal 2020-2021.

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

1. Resolution No. 1444

**CITY OF TOLEDO
RESOLUTION NO. 1444**

**A RESOLUTION OF THE TOLEDO CITY COUNCIL DECLARING THE CITY'S
ELECTION TO RECEIVE STATE REVENUES FOR FISCAL YEAR 2020-2021**

WHEREAS, the Toledo Budget Committee held Public Hearings on April 29, 2020, May 5, 2020, May 14, 2019, May 18, 2019, and May 21, 2020 giving citizens the opportunity to comment on the use of State Revenue Sharing; and

WHEREAS, the Toledo City Council held a Public Hearing on June 17, 2020 giving citizens the opportunity to comment on the use of State Revenue Sharing.

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

Section 1. Pursuant to ORS 221.770, the City hereby elects to receive state revenues for Fiscal Year 2020-2021

Section 2. This Resolution shall be effective upon passage by the City Council this 17th day of June, 2020.

APPROVED:

Mayor Rod Cross

ATTEST:

City Recorder Lisa Figueroa

I certify that a public hearing before the Budget Committee was held on April 29, 2020, May 5, 2020, May 14, 2020, May 18, 2020, and May 21, 2020 and a Public Hearing before the City Council was held on June 17, 2020, giving citizens an opportunity to comment on the use of State Revenue Sharing.

City Recorder Lisa Figueroa

**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

	Meeting Date:	Agenda Topic:
	June 17, 2020	Public Hearing: Adopt Resolution No 1445, a Resolution adopting the Budget, appropriating funds and levying taxes for Fiscal 2020-2021
Council Goal:	Agenda Type:	
Be fiscally responsible and maximize available revenue.	Decision Items	
Prepared by:	Reviewed by:	Approved by:
City Manager J. Richter	City Manager Judy Richter	City Manager Judy Richter

Recommendation:

Motion to adopt Resolution No. 1445, a resolution of the Toledo City Council adopting the Budget, appropriating funds and levying taxes for the Fiscal Year 2020-2021.

Background:

The Budget Committee met on April 29, May 5, May 14, May 18, and May 21 to review and approve the budget in the amount of \$25, 905,043.

A scrivener’s error was found after the approval which does not affect the total of the budget. However, staff would like to request that Council approve two changes of \$10,000 each in the adoption of the budget. Under General Fund, Library Department, the total of the transfers should be \$35,000. Under the General Fund, Unappropriated Surplus total should be \$610,149.

The Resolution establishes a tax rate of \$5.18/\$1,000 of assessed value and \$172,600 of bonded debt.

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

Attachment:

1. Resolution No. 1445
2. 2020-2021 Budget Worksheets

**CITY OF TOLEDO
RESOLUTION NO. 1445**

A RESOLUTION OF THE TOLEDO CITY COUNCIL ADOPTING THE BUDGET, APPROPRIATING FUNDS, AND LEVYING TAXES FOR THE FISCAL YEAR 2020-2021

BE IT RESOLVED that the City Council of the City of Toledo hereby adopts the budget for the Fiscal Year 2020-2021 in the sum of \$25,905,043, now on file at the Toledo City Hall.

BE IT RESOLVED that the amounts for the Fiscal Year beginning July 1, 2020, and for the purposes shown below, are hereby appropriated as follows:

GENERAL FUND

Administrative	\$736,623
Police	\$1,625,685
Fire	\$792,783
Recreation	\$0
Property Maintenance	\$363,255
Library	\$361,376
Municipal Court	\$44,750
General Services	\$417,100
General Operating Contingency	\$300,000
FUND TOTAL	\$4,641,572

STREETS

FUND TOTAL	\$3,743,711
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WATER

Water Plant	\$689,414
Water Distribution	\$1,024,858
Contingency	\$35,000
FUND TOTAL	\$1,749,272

SEWER

Sewer Plant	\$655,829
Sewer Collection	\$775,757
Contingency	\$40,000
FUND TOTAL	\$1,471,586

CITY COUNCIL STRATEGIC RESERVE	
FUND TOTAL	\$52,890
DEBT SERVICE	
Debt Services	\$172,600
FUND TOTAL	\$172,600
FORFEITURE REVENUE FUND	
Materials & Services	\$5,384
FUND TOTAL	\$5,384
REVOLVING LOAN FUND	
Materials & Services	\$62,813
FUND TOTAL	\$62,813
SOLID WASTE FUND	
Materials & Services	\$209,868
FUND TOTAL	\$209,868
911 SYSTEM FUND	
FUND TOTAL	\$76,500
BUILDING AND PROPERTY RESERVE	
Capital Outlay	\$798,032
FUND TOTAL	\$798,032
GENERAL RESERVE FUND	
Capital Outlay	\$574,940
FUND TOTAL	\$574,940
PUBLIC WORKS RESERVE	
Capital Outlay	\$283,782
FUND TOTAL	\$283,782
WATER RESERVE FUND	
FUND TOTAL	\$2,491,812
SEWER RESERVE TOTAL	
FUND TOTAL	\$1,793,970
STREET RESERVE	
FUND TOTAL	\$781,652
LIBRARY RESERVE FUND	
FUND TOTAL	\$39,675

FOOTPATHS & BICYCLE TRAILS	
FUND TOTAL	\$28,510
SYSTEMS DEVELOPMENT FUND	
FUND TOTAL	\$605,588
GRANT FUND	
FUND TOTAL	\$124,504
STABILIZATION FUND	
FUND TOTAL	\$499,260
PUBLIC SAFETY BUILDING REMODEL	
FUND TOTAL	\$5,000,000
WATER CONSTRUCTION FUND	
FUND TOTAL	\$59,564
TOTAL APPROPRIATIONS	\$25,267,485
<i>Total Unappropriated Amounts, All Funds</i>	<i>\$637,558</i>
<i>TOTAL BUDGET</i>	<i>\$25,905,043</i>

BE IT RESOLVED that the City Council of the City of Toledo hereby imposes the taxes provided for in the adopted budget at the rate of \$5.18 per \$1,000 of assessed value for operations; and in the amount of \$172,600 for bonds; and that these taxes are hereby imposed and categorized for tax year 2020-2021 upon the assessed value of all taxable property within the district.

	GENERAL GOVERNMENT LIMITATION	EXCLUDED FROM LIMITATION
General Fund	\$5.18/\$1,000	
Debt Service		\$172,600
PASSED by the City Council on this 17 th day of June, 2020		APPROVED by the Mayor on this 17 th day of June, 2020.
ATTEST:		APPROVED:

City Recorder Lisa Figueroa

Mayor Rod Cross

2017-2018	2018-2019	2019-2020	2019-2020				2020-2021	2020-2021	2020-2021
Actual	Actual	Adopted	Est Actual	Account Number	Description	FTE	Proposed	Approved	Adopted
-	-	-	-		General Fund				
					Revenues				
1,554,875	1,788,397	2,002,246	1,920,815	001-000-400100	Beginning Fund Balance	-	1,768,846	1,768,846	-
1,959,289	1,958,849	1,900,000	1,950,000	001-000-400200	Current Taxes	-	1,900,000	1,900,000	-
48,921	62,042	60,000	52,000	001-000-400300	Delinquent Taxes	-	49,000	49,000	-
14,228	230,668	15,000	43,000	001-000-400400	Interest	-	40,000	30,000	-
99,370	8,760	-	-	001-000-400450	Transfer from Streets	-	-	-	-
163,400	8,760	-	-	001-000-400500	Transfer from Sewer	-	-	-	-
250,750	8,760	-	-	001-000-400600	Transfer from Water	-	-	-	-
32,000	-	-	-	001-000-401280	Transfer from Stabilization	-	-	-	-
21,699	38,079	24,000	21,000	001-000-401300	Natural Gas Franchise	-	21,000	21,000	-
4,497	4,036	4,000	2,904	001-000-401400	Telephone Franchise	-	2,750	2,750	-
2,244	3,032	3,500	3,500	001-000-401450	Telecommunications Franchise	-	3,500	3,500	-
17,295	23,711	22,000	23,500	001-000-401500	Television Franchise	-	22,000	22,000	-
66,879	31,606	50,000	114,500	001-000-401600	Garbage Franchise	-	50,000	50,000	-
891,602	733,685	850,000	850,000	001-000-401700	Electric Franchise	-	850,000	850,000	-
85,530	113,821	37,500	38,000	001-000-401750	Street Light Utility Fees	-	38,000	38,000	-
350	250	300	25	001-000-401900	Beverage License	-	25	25	-
17,170	18,577	19,000	18,000	001-000-402000	Business License	-	18,000	18,000	-
382	338	500	863	001-000-402100	Building Permits	-	500	500	-
55,109	58,142	64,000	60,000	001-000-402200	State Liquor Fees	-	60,000	60,000	-
3,948	4,006	4,100	4,900	001-000-402300	Cigarette Tax	-	4,000	4,000	-
10,661	12,522	10,000	13,950	001-000-402350	Marijuana Tax	-	12,000	12,000	-
34,729	48,861	45,000	48,000	001-000-402500	State Revenue Sharing	-	43,000	43,000	-
22,304	-	-	-	001-000-402600	Swim Pool Receipts	-	-	-	-
28,695	29,199	25,000	45,000	001-000-402700	Refunds & Misc	-	25,000	25,000	-
1,900	2,900	2,000	2,000	001-000-402710	Lien Searches	-	1,500	1,500	-
-	324	-	295	001-000-402735	Public Records Request	-	200	200	-
-	890	-	580	001-000-402740	Notary Fee	-	500	500	-
1,000	2,625	1,000	475	001-000-402750	Land Use Fees	-	400	400	-
165,395	172,690	175,000	192,000	001-000-402800	Toledo Rural Fire Protect	-	180,000	180,000	-
64,347	51,327	23,300	47,000	001-000-402825	Fire Protection Services	-	10,000	10,000	-
106,624	63,565	60,000	73,000	001-000-403000	Municipal Court Fines	-	65,000	65,000	-
2,500	3,700	2,000	5,400	001-000-403050	Towing Fees	-	3,000	3,000	-
1,418	1,605	1,500	1,184	001-000-403100	Library Receipts	-	1,500	1,500	-
83,358	86,302	85,000	70,000	001-000-403140	Library Service District	-	70,000	70,000	-
16,595	10,183	10,000	2,400	001-000-405250	Grants	-	10,000	10,000	-
9,701	12,020	10,000	15,000	001-000-405380	Rents and Leases	-	12,000	12,000	-
5,838,763	5,594,231	5,505,946	5,619,291		REVENUE TOTAL		5,261,721	5,251,721	-

2017-2018	2018-2019	2019-2020	2019-2020				2020-2021	2020-2021	2020-2021
Actuals	Actuals	Adopted	Est Actuals	Account Number	Description	FTE	Proposed	Approved	Adopted
					GENERAL FUND				
					Expenditures				
					Administration				
0	96,218	96,820	138,115	001-100-500010	City Manager	0.94	101,160	101,160	
0	23,620	58,900	42,000	001-100-500018	Finance Director	0.00	0	0	
0	0	0	500	001-100-500020	Accounting Supervisor	0.80	44,292	44,292	
			0	001-100-500022	Human Resources Specialist	0.75	41,608	41,608	
0	52,896	57,129	58,973	001-100-500028	City Recorder	0.94	60,750	60,750	
258,960	0	0	0	001-100-500050	Full Time	0.00	0	0	
0	21,849	23,008	23,537	001-100-500053	Accounting Clerk 3	0.50	23,274	23,274	
74,723	0	0	0	001-100-500055	Three-Quarter Time	0.00	0	0	
0	0	84,385	0	001-100-500082	City Planner	0.94	87,856	87,856	
0	18,350	18,500	20,500	001-100-500084	Assistant Planner	0.40	24,283	24,283	
0	3,963	2,500	4,850	001-100-501500	Overtime	0.00	2,500	2,500	
25,541	16,603	26,400	23,400	001-100-504700	Social Security	0.00	31,000	31,000	
71,586	53,500	89,000	82,000	001-100-504800	Health Insurance	0.00	97,900	97,900	
777	5,928	7,600	900	001-100-504900	Workers' Comp	0.00	1,000	1,000	
38,386	24,539	37,650	32,000	001-100-505000	Retirement	0.00	40,000	40,000	
3,886	3,671	3,600	3,600	001-100-505100	Auto Allowance	0.00	3,600	3,600	
473,859	321,137	505,492	430,375		Personnel Services	5.27	559,223	559,223	0
6,290	6,013	6,000	6,000	001-100-600100	Office Supplies	0.00	5,000	5,000	
7,842	6,586	8,000	6,700	001-100-600210	Electricity	0.00	7,000	7,000	
3,268	2,971	3,000	2,500	001-100-600220	Communication Services	0.00	2,500	2,500	
0	0	1,500	1,500	001-100-600230	Advertising & Notices	0.00	1,500	1,500	
587	575	600	600	001-100-600240	Natural Gas	0.00	650	650	
798	0	750	750	001-100-600300	Equipment Maint & Repair	0.00	750	750	
3,379	5,553	7,000	7,000	001-100-600600	Travel & Training	0.00	9,000	9,000	
2,137	2,954	3,500	2,500	001-100-600700	Membership & Subscription	0.00	3,000	3,000	
3,622	2,167	5,000	5,000	001-100-607500	Special Purchases	0.00	5,000	5,000	
743	890	3,200	3,000	001-100-608000	Supplies	0.00	3,000	3,000	
55,394	159,590	130,000	160,000	001-100-608100	Contract & Other Services	0.00	140,000	140,000	
84,060	187,299	168,550	195,550		Materials & Services		177,400	177,400	0
0	0	0	0	001-100-620500	Equipment	0.00	0	0	0
0					Capital Outlay		0	0	0
557,919	508,436	674,042	625,925		ADMINISTRATION TOTAL	5.27	736,623	736,623	0

2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted	2019-2020 Est Actual	Account Number	Description	FTE	2020-2021 Proposed	2020-2021 Approved	2020-2021 Adopted
GENERAL FUND									
Expenditures									
Police									
0	102,422	89,857	89,635	001-400-500012	Police Chief	1	87,404	87,404	
0	78,690	73,308	73,000	001-400-500022	Police Sergeant	1	78,295	78,295	
0	209,963	339,414	250,000	001-400-500036	Police Officer	5	285,504	285,504	
0	63,355	59,489	62,232	001-400-500040	Head Dispatcher	1	63,982	63,982	
723,200	0	0	0	001-400-500050	Full Time	0	0	0	
0	234,038	224,897	229,575	001-400-500056	Dispatcher	5	244,044	244,044	
0	0	0	0	001-400-500058	CSO	0	0	0	
109,926	102,837	90,000	112,460	001-400-501500	Overtime	0	100,000	100,000	
5,461	5,254	10,000	8,548	001-400-501600	Grant Overtime	0	10,000	10,000	
61,785	65,396	68,900	62,052	001-400-504700	Social Security	0	56,452	56,452	
215,964	199,513	262,231	226,980	001-400-504800	Health Insurance	0	274,028	274,028	
0	16,178	19,224	25,555	001-400-504850	Personal Holiday	0	29,124	29,124	
11,488	14,377	18,480	16,355	001-400-504900	Workers' Comp	0	19,703	19,703	
108,847	111,404	107,500	127,879	001-400-505000	Retirement	0	122,315	122,315	
1,236,671	1,203,428	1,363,300	1,284,271		Personnel Services	13	1,370,851	1,370,851	0
3,126	6,346	6,000	3,852	001-400-600100	Office Supplies	0	5,000	5,000	
10,948	10,369	13,000	11,372	001-400-600210	Electricity	0	12,000	12,000	
37,463	45,056	50,000	45,056	001-400-600220	Communication Services	0	48,000	48,000	
465	534	700	671	001-400-600240	Natural Gas	0	700	700	
1,233	1,788	2,900	3,930	001-400-600300	Equipment Maint & Repair	0	4,000	4,000	
10,047	6,300	6,500	10,000	001-400-600350	Vehicle Maint & Repair	0	7,000	7,000	
13,447	11,124	10,600	8,013	001-400-600600	Travel & Training	0	11,600	11,600	
1,852	2,039	2,750	2,500	001-400-600700	Membership & Subscription	0	2,750	2,750	
15,072	16,692	16,500	22,191	001-400-601500	Gas, Oil & Tires	0	17,000	17,000	
357	578	800	84	001-400-606500	Youth Program Support	0	800	800	
12,199	22,186	26,300	21,940	001-400-607000	Abatement Program	0	39,984	39,984	
0	12,364	12,000	12,139	001-400-607500	Special Purchases	0	12,000	12,000	
15,671	12,090	12,600	11,650	001-400-608000	Supplies	0	13,000	13,000	
14,593	12,403	12,500	12,500	001-400-608100	Contract & Other Services	0	12,500	12,500	
136,473	159,872	173,150	165,898		Materials & Services		186,334	186,334	0
0	0	28,500	28,500	001-400-620520	Systems	0	28,500	0	0
0	0	28,500	28,500		Capital Outlay		28,500	0	0
16,500	20,000	20,000	20,000	001-400-631600	Transfer to General Reserve	0	20,000	48,500	0
0	20,000	20,000	20,000	001-400-631960	Trans to Bldg & Property Res	0	20,000	20,000	0
16,500	40,000	40,000	40,000		Transfers		40,000	68,500	0
1,389,644	1,403,300	1,604,950	1,518,668		POLICE TOTAL	13	1,625,685	1,625,685	0

2017-2018	2018-2019	2019-2020	2019-2020	Account Number	Description	2020-2021	2020-2021	2020-2021	
Actual	Actual	Adopted	Est Actual			FTE	Proposed	Approved	Adopted
911 SYSTEM									
Revenue									
66,175	80,809	73,723	68,600	034-000-400100	Beginning Fund Balance	0	55,100	55,100	
1,226	298	1,500	1,500	034-000-400400	Interest	0	1,400	1,400	
22,259	13,610	18,900	15,000	034-000-402550	911 Excise Tax	0	15,000	15,000	
0	0	0	0	034-000-402700	Refunds & Misc	0	5,000	5,000	
89,660	94,717	94,123	85,100		Revenue Total		76,500	76,500	0
Expenditures									
6,153	26,342	15,000	15,000	034-340-608100	Contract & Other Services	0	20,000	20,000	0
6,153	26,342	15,000	15,000		Materials & Services		20,000	20,000	0
2,698	1,563	79,123	15,000	034-340-620500	Equipment	0	56,500	56,500	0
2,698	1,563	79,123	15,000		Capital Outlay		56,500	56,500	0
89,660	94,717	94,123	85,100		FUND REVENUE		76,500	76,500	0
8,851	27,905	94,123	30,000		FUND EXPENDITURES		76,500	76,500	0
80,809	66,812	0	55,100		FUND TOTAL		0	0	0

2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted	2019-2020 Est Actual	Account Number	Description	FTE	2020-2021 Proposed	2020-2021 Approved	2020-2021 Adopted
GENERAL FUND									
Expenditures									
Fire									
				001-500					
0	0	85,946	88,533	001-500-500014	Fire Chief	1	85,000	85,000	
0	0	0	0	001-500-500032	Asst Fire Chief	1	63,826	63,826	
0	163,033	185,172	130,158	001-500-500034	Line Staff	2	107,606	107,606	
185,314	0	0	0	001-500-500050	Full Time	0	0	0	
45,810	0	0	0	001-500-500070	Part Time	0	0	0	
0	9,396	15,000	1,036	001-500-500088	Wildland Firefighter	0	5,000	5,000	
2,862	9,916	8,000	4,317	001-500-501400	Call Time	0	8,000	8,000	
24,377	39,529	30,000	15,923	001-500-501500	Overtime	0	30,000	30,000	
0	56,724	10,000	10,000	001-500-501501	Overtime Wildland Firefighters	0	2,500	2,500	
19,652	20,858	25,012	18,578	001-500-504700	Social Security	0	24,000	24,000	
63,612	47,816	96,237	60,770	001-500-504800	Health Insurance	0	104,006	104,006	
0	4,402	3,600	3,695	001-500-504850	Personal Holiday	0	4,500	4,500	
15,362	18,276	20,000	18,811	001-500-504900	Workers' Comp	0	20,000	20,000	
39,367	41,940	55,312	37,781	001-500-505000	Retirement	0	51,700	51,700	
396,357	411,889	534,279	389,602		Personnel Services	4	506,138	506,138	0
661	1,055	1,800	1,800	001-500-600100	Office Supplies	0	1,800	1,800	
8,393	6,924	9,000	6,945	001-500-600210	Electricity	0	8,000	8,000	
896	6,782	2,825	2,825	001-500-600220	Communication Services	0	2,825	2,825	
3,784	3,263	4,000	3,711	001-500-600240	Natural Gas	0	4,120	4,120	
5,061	9,558	10,000	8,738	001-500-600300	Equipment Maint & Repair	0	10,000	10,000	
17,369	9,523	16,700	12,822	001-500-600350	Vehicle Maint & Repair	0	16,700	16,700	
8,082	9,255	24,500	19,223	001-500-600600	Travel & Training	0	13,500	13,500	
699	206	1,150	495	001-500-600700	Membership & Subscription	0	1,200	1,200	
11,013	12,764	14,000	12,052	001-500-601500	Gas, Oil & Tires	0	16,000	16,000	
8,089	30,632	7,500	6,240	001-500-607500	Special Purchases	0	9,500	9,500	
22,657	22,735	25,500	28,542	001-500-608000	Supplies	0	32,000	32,000	
43,388	22,891	10,000	16,154	001-500-608100	Contract & Other Services	0	16,000	16,000	
42,000	42,000	42,000	42,000	001-500-608150	Volunteer Program	0	45,000	45,000	
172,090	177,589	168,975	161,547		Materials & Services		176,645	176,645	0
									0
0	0	12,000	12,000	001-500-620500	Equipment	0	0	0	0
0	0	12,000	12,000		Capital Outlay	0	0	0	0
									0
115,000	95,000	95,000	95,000	001-500-631600	Transfer to General Reserve	0	95,000	95,000	0
0	0	0	0	001-500-631960	Trans to Bldg & Property Res	0	15,000	15,000	0
115,000	95,000	95,000	95,000		Transfers		110,000	110,000	0
683,448	684,478	810,254	658,149		FIRE TOTAL	4	792,783	792,783	0

2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted	2019-2020 Est Actual	Account Number	Description	FTE	2020-2021 Proposed	2020-2021 Approved	2020-2021 Adopted
GENERAL FUND									
Expenditures									
Property Maintenance									
0	0	8,778	1,900	001-650-500016	Public Works Director	0.10	7,765	7,765	
0	0	6,178	7,000	001-650-500026	Public Works Op Supervisor	0.10	6,374	6,374	
0	0	6,062	6,225	001-650-500030	PW Crew Leader	0.10	6,493	6,493	
48,007	0	0	0	001-650-500050	Full Time	0.00	0	0	
54,429	0	0	0	001-650-500055	Three-Quarter Time	0.00	0	0	
0	31,467	40,588	28,000	001-650-500057	Muni/Grounds Maint Worker	1.00	42,623	42,623	
0	738	18,480	32,288	001-650-500067	PT Muni/Grounds Maint Worker	0.50	21,100	21,100	
0	21,934	23,595	23,600	001-650-500068	Custodian	0.80	25,300	25,300	
3,326	0	1,500	100	001-650-501500	Overtime	0.00	1,000	1,000	
7,662	3,914	8,046	7,350	001-650-504700	Social Security	0.00	8,500	8,500	
14,137	14,044	32,577	27,800	001-650-504800	Health Insurance	0.00	43,500	43,500	
3,264	1,609	3,707	1,500	001-650-504900	Worker's Comp	0.00	3,900	3,900	
14,792	4,392	11,437	15,000	001-650-505000	Retirement	0.00	16,000	16,000	
145,616	78,097	160,948	150,763		Personnel Services	2.60	182,555	182,555	0
0	441	650	300	001-650-600100	Office Supplies	0.00	650	650	
2,574	2,885	4,200	3,000	001-650-600210	Electricity	0.00	4,000	4,000	
1,668	2,671	3,200	2,900	001-650-600220	Communication Services	0.00	3,300	3,300	
0	18	50	0	001-650-600250	Alarms	0.00	0	0	
3,464	2,542	2,000	6,255	001-650-600300	Equipment Maint & Repair	0.00	8,000	8,000	
578	63	1,500	500	001-650-600350	Vehicle Maint & Repair	0.00	2,000	2,000	
19,986	19,029	25,000	18,000	001-650-600400	Facility Needs	0.00	25,000	25,000	
0	763	2,600	1,500	001-650-600600	Travel & Training	0.00	2,000	2,000	
0	207	1,300	200	001-650-600700	Memberships & Subscriptions	0.00	500	500	
3,959	4,762	5,500	5,500	001-650-601500	Gas, Oil & Tires	0.00	3,250	3,250	
9,175	1,665	15,000	10,000	001-650-607500	Special Purchases	0.00	15,000	15,000	
13,357	7,446	15,000	15,000	001-650-608000	Supplies	0.00	15,000	15,000	
3,885	3,322	6,000	5,000	001-650-608050	Janitorial Supplies	0.00	6,000	6,000	
37,504	21,748	36,000	25,000	001-650-608100	Contract & Other Services	0.00	26,000	26,000	
0	0	0	0	001-650-608250	Appraisals & Advertising	0.00	0	0	
96,150	67,562	118,000	93,155		Materials & Services		110,700	110,700	0
0	4,917	40,000	0	001-650-620520	Systems	0.00	25,000	25,000	
0	4,917	40,000	0		Capital Outlay		25,000	25,000	0
30,000	22,500	22,500	22,500	001-650-631600	Transfer to General Reserve	0.00	22,500	22,500	0
382,345	17,500	22,500	22,500	001-650-631960	Trans to Bldg & Property Res	0.00	22,500	22,500	0
412,345	40,000	45,000	45,000		Transfers		45,000	45,000	0
654,112	190,576	363,948	288,918		PROPERTY MAINT TOTAL	2.60	363,255	363,255	0

2017-2018	2018-2019	2019-2020	2019-2020			2020-2021	2020-2021	2020-2021	
Actual	Actual	Adopted	Est Actual	Account Number	Description	FTE	Proposed	Approved	Adopted
BUILDING & PROPERTY RESERVE									
Revenue									
770,100	652,418	546,261	568,996	035-000-400100	Beginning Fund Balance	0	628,532	628,532	
7,731	36	7,000	13,475	035-000-400400	Interest	0	12,000	12,000	
0	17,500	0	22,500	035-000-400650	Trans from Property Maint Fund	0	22,500	22,500	
382,345	20,000	62,500	40,000	035-000-401000	Transfer from General	0	60,000	60,000	
456	0	0	0	035-000-402700	Refunds & Misc	0	0	0	
			0	035-000-405250	Grants		75,000	75,000	
0	0	0	0	035-000-405475	Sale of Property	0	0	0	
<u>1,160,632</u>	<u>689,954</u>	<u>615,761</u>	<u>644,971</u>		Revenue Total		<u>798,032</u>	<u>798,032</u>	<u>0</u>
Expenditures									
149,720	20,404	50,000	230	035-350-621000	City Hall	0	60,000	60,000	
0	63,447	81,000	15,709	035-350-621400	Police Department	0	100,000	100,000	
0	13,690	25,000	0	035-350-621500	Fire Department	0	75,000	75,000	
135,000	0	0	0	035-350-621600	Pool	0	0	0	
7,213	34,576	94,000	500	035-350-621660	Parks	0	135,849	135,849	
2,840	6,633	160,000	0	035-350-621700	Library	0	100,000	100,000	
<u>213,441</u>	<u>0</u>	<u>205,761</u>	<u>0</u>	035-350-621900	Other Buildings & Properties	0	<u>327,183</u>	<u>327,183</u>	
<u>508,214</u>	<u>138,750</u>	<u>615,761</u>	<u>16,439</u>		Capital Outlay		<u>798,032</u>	<u>798,032</u>	<u>0</u>
<u>1,160,632</u>	<u>689,954</u>	<u>615,761</u>	<u>644,971</u>		FUND REVENUE		<u>798,032</u>	<u>798,032</u>	<u>0</u>
<u>508,214</u>	<u>138,750</u>	<u>615,761</u>	<u>16,439</u>		FUND EXPENDITURES		<u>798,032</u>	<u>798,032</u>	<u>0</u>
652,418	551,204	0	628,532		FUND TOTAL		<u>0</u>	<u>0</u>	<u>0</u>

2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted	2019-2020 Est Actual	Account Number	Description	FTE	2020-2021 Proposed	2020-2021 Approved	2020-2021 Adopted
GENERAL FUND									
Expenditures									
Library									
0	58,097	60,000	60,000	001-700-500042	Library Director	1.00	63,500	63,500	
86,206	0	0	0	001-700-500050	Full Time	0.00	0	0	
34,490	0	0	0	001-700-500060	Half Time	0.00	0	0	
0	39,125	40,200	40,400	001-700-500064	Library Assistant Director	1.00	43,580	43,580	
7,716	0	0	0	001-700-500070	Part Time	0.00	0	0	
0	37,755	36,000	37,220	001-700-500072	Library Tech Services Op	1.00	40,000	40,000	
0	11,830	14,000	11,871	001-700-500076	Library Clerk	0.50	15,000	15,000	
9,815	10,949	12,500	11,400	001-700-504700	Social Security	0.00	12,500	12,500	
24,815	42,471	50,000	51,225	001-700-504800	Health Insurance	0.00	53,000	53,000	
320	1,809	2,000	300	001-700-504900	Workers' Comp	0.00	500	500	
15,690	17,546	20,000	21,500	001-700-505000	Retirement	0.00	27,716	27,716	
179,051	219,581	234,700	233,916		Personnel Services	3.50	255,796	255,796	0
3,240	4,529	5,950	5,000	001-700-600100	Office Supplies	0.00	5,000	5,000	
909	406	3,000	1,700	001-700-600150	Data Processing Support	0.00	2,500	2,500	
10,204	9,154	9,270	10,500	001-700-600210	Electricity	0.00	10,500	10,500	
1,428	1,986	2,500	2,000	001-700-600220	Communication Services	0.00	2,575	2,575	
0	0	1,200	200	001-700-600300	Equipment Maint & Repair	0.00	1,200	1,200	
1,042	1,255	3,000	125	001-700-600600	Travel & Training	0.00	3,090	3,090	
191	779	500	400	001-700-600700	Membership & Subscription	0.00	515	515	
8,111	7,304	8,200	6,560	001-700-603000	Network Services	0.00	8,200	8,200	
30,397	28,255	26,000	26,000	001-700-603500	Books & Materials	0.00	27,000	27,000	
1,186	2,979	3,000	2,800	001-700-606500	Youth Program Support	0.00	3,500	3,500	
0	0	1,000	30	001-700-606550	Adult Program Support	0.00	500	500	
960	1,115	2,600	2,050	001-700-607500	Special Purchases	0.00	2,000	2,000	
1,757	1,852	3,000	1,500	001-700-608000	Supplies	0.00	1,500	1,500	
354	20	2,500	2,085	001-700-608100	Contract & Other Services	0.00	2,500	2,500	
59,779	59,634	71,720	60,950		Materials & Services		70,580	70,580	0
0	0	0	0	001-700-620500	Equipment	0.00	10,000	0	0
					Capital Outlay		10,000	0	0
0	0	20,000	20,000	001-700-631960	Trans to Bldg & Property Res	0.00	25,000	25,000	
				001-700-631600	Trans to General Reserve		10,000	10,000	
0	0	20,000	20,000		Transfers		25,000	25,000	0
238,830	279,214	326,420	314,866		LIBRARY TOTAL	3.50	361,376	351,376	0

2017-2018	2018-2019	2019-2020	2019-2020			2020-2021	2020-2021	2020-2021	
Actual	Actual	Adopted	Est Actual	Account Number	Description	FTE	Proposed	Approved	Adopted
					LIBRARY RESERVE				
					Revenue				
16,218	12,176	6,336	11,150	045-000-400100	Beginning Fund Balance	0	\$ 17,425	\$ 17,425	
249	1	150	275	045-000-400400	Interest	0	\$ 250	\$ 250	
0	0	0	0	045-000-402700	Refunds & Misc	0	\$ -		
5,654	14,055	10,000	10,000	045-000-404900	Gifts, Grants & Bequests	0	\$ 22,000	\$ 22,000	
<u>22,121</u>	<u>26,232</u>	<u>16,486</u>	<u>21,425</u>		Revenue		<u>\$ 39,675</u>	<u>\$ 39,675</u>	<u>\$ -</u>
					Expenditures				
9,945	15,414	16,486	4,000	045-450-603500	Books & Materials	0	\$ 27,675	\$ 27,675	
0	0	0	0	045-450-620500	Equipment	0	\$ 12,000	\$ 12,000	
<u>9,945</u>	<u>15,414</u>	<u>16,486</u>	<u>4,000</u>		Materials & Services		<u>\$ 39,675</u>	<u>\$ 39,675</u>	<u>\$ -</u>
<u>22,121</u>	<u>26,232</u>	<u>16,486</u>	<u>21,425</u>		FUND REVENUE		<u>\$ 39,675</u>	<u>\$ 39,675</u>	<u>\$ -</u>
<u>9,945</u>	<u>15,414</u>	<u>16,486</u>	<u>4,000</u>		FUND EXPENDITURES		<u>\$ 39,675</u>	<u>\$ 39,675</u>	<u>\$ -</u>
<u>12,176</u>	<u>10,819</u>	<u>0</u>	<u>17,425</u>		FUND TOTAL		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted	2019-2020 Est Actual	Account Number	Description	FTE	2020-2021 Proposed	2020-2021 Approved	2020-2021 Adopted
GENERAL FUND									
Expenditures									
Municipal Court									
2,181	0	0	0	001-800-500050	Full Time	0.00	0	0	
0	13,109	14,420	14,150	001-800-500053	Accounting Clerk 3	0.30	14,500	14,500	
0	84	0	200	001-800-501500	Overtime	0.00	500	500	
165	969	1,056	1,045	001-800-504700	Social Security	0.00	1,200	1,200	
354	2,209	2,750	2,550	001-800-504800	Health Insurance	0.00	3,000	3,000	
12	37	50	40	001-800-504900	Workers' Comp	0.00	100	100	
417	1,364	2,740	1,760	001-800-505000	Retirement	0.00	2,800	2,800	
3,129	17,771	21,016	19,745		Personnel Services	0.30	22,100	22,100	0
578	433	600	600	001-800-600100	Office Supplies	0.00	600	600	0
0	1,639	1,800	700	001-800-600600	Travel & Training	0.00	1,800	1,800	0
75	150	250	50	001-800-600700	Membership & Subscription	0.00	250	250	0
6,645	11,291	20,000	10,200	001-800-608100	Contract & Other Services	0.00	20,000	20,000	0
7,298	13,512	22,650	11,550		Materials & Services		22,650	22,650	0
0	0	25,000	25,000	001-800-620500	Equipment	0.00	0	0	0
0	0	25,000	25,000		Capital Outlay	0.00	0	0	0
10,427	31,284	68,666	56,295		MUNICIPAL COURT TOTAL	0.30	44,750	44,750	0

2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted	2019-2020 Est Actual	Account Number	Description	FTE	2020-2021 Proposed	2020-2021 Approved	2020-2021 Adopted
GENERAL FUND									
Expenditures									
General Services									
0	19,954	35,600	31,500	001-900-500024	Information Systems Admin	0.43	32,000	32,000	
0	1,502	2,725	2,400	001-900-504700	Social Security	0.00	2,500	2,500	
8,352	3,680	7,330	6,514	001-900-504800	Health Insurance	0.00	7,000	7,000	
57	240	283	25	001-900-504900	Workers' Comp	0.00	200	200	
0	2,109	3,700	3,912	001-900-505000	Retirement	0.00	4,500	4,500	
8,409	27,486	49,638	44,351		Personnel Services	0.43	46,200	46,200	0
6,219	5,429	10,000	10,000	001-900-600150	Data Processing Support	0.00	10,000	10,000	
8,763	9,796	10,000	15,000	001-900-600700	Membership & Subscription	0.00	10,000	10,000	
72,744	66,340	70,000	78,000	001-900-601700	Insurance	0.00	85,000	85,000	
758	456	5,000	500	001-900-603600	Safety Committee	0.00	5,000	5,000	
2,429	1,787	3,500	6,000	001-900-603700	City Council	0.00	6,000	6,000	
427	692	1,000	1,500	001-900-603800	Planning Commission	0.00	1,500	1,500	
9,010	180	10,000	5,000	001-900-603900	Economic Development	0.00	10,000	10,000	
0	0	5,000	5,000	001-900-603950	Abatement	0.00	20,000	20,000	
9,595	9,128	10,500	10,500	001-900-603975	Contributions	0.00	11,400	11,400	
18,426	15,704	20,000	0	001-900-604000	Unemployment	0.00	20,000	20,000	
142,785	121,590	132,000	140,000	001-900-604400	Street Lights	0.00	140,000	140,000	
733	575	1,500	1,773	001-900-608000	Supplies	0.00	2,000	2,000	
123,323	49,517	40,000	40,000	001-900-608100	Contract & Other Services	0.00	40,000	40,000	
12,900	809	30,000	30,000	001-900-608125	Audit Services	0.00	10,000	10,000	
408,112	282,003	348,500	343,273		Materials & Services	0.00	370,900	370,900	0
0	0	0	0	001-900-630475	Trans to Property Maint Fund	0.00	0	0	0
9,000	0	0	0	001-900-631600	Transfer to General Reserve	0.00	0	0	0
0	0	0	0	001-900-631950	Transfer to Stabilization Fund	0.00	0	0	0
0	0	0	0	001-900-631960	Trans to Bldg & Property Res	0.00	0	0	0
9,000	0	0	0		Transfers	0.00	0	0	0
0	0	309,528	0	001-900-640100	Contingency	0.00	300,000	300,000	0
0	0	309,528	0		Contingency	0.00	300,000	300,000	0
0	0	0	0	001-900-702000	Loan Repayment	0.00	0	0	0
0	0	950,000	0	001-900-801000	Unappropriated Surplus	0.00	620,149	620,149	0
0	0	950,000	0				620,149	620,149	0
425,522	309,488	1,657,666	387,624		GENERAL SERVICES TOTAL	0.43	1,337,249	1,337,249	0
5,838,763	5,594,231	5,505,946	5,619,291		Fund Revenue		5,261,721	5,251,721	0
3,959,901	3,406,776	5,505,946	3,850,445		Fund Expenditures		5,261,721	5,251,721	0
1,878,862	2,187,454	0	1,768,846		Fund Total	29.10	0	0	0

2017-2018	2018-2019	2019-2020	2019-2020	Account Number	Description	2020-2021	2020-2021	2020-2021	
Actual	Actual	Adopted	Est Actual			FTE	Proposed	Approved	Adopted
GENERAL RESERVE FUND									
Revenue									
501,188	576,002	481,818	498,412	036-000-400100	Beginning Fund Balance	-	387,940	387,940	
7,826	56	5,000	12,028	036-000-400400	Interest	-	11,000	11,000	
-	22,500	-	22,500	036-000-400650	Trans from Property Maint Fund	-	22,500	22,500	
170,500	115,000	137,500	115,000	036-000-401000	Transfer from General Fund	-	125,000	153,500	
33,070	12,115	59,000	59,000	036-000-402700	Refunds & Misc	-	-	-	
-	-	-	-	036-000-405475	Sale of Surplus Property	-	-	-	
712,583	725,674	683,318	706,940		Revenue Total		546,440	574,940	-
81,392	235,545	319,000	319,000	036-360-621800	Fire Department Equipment	-	192,750	192,750	
50,320	1,733	100,000	-	036-360-628000	Police Department Equipment	-	97,174	125,674	
-	5,326	40,000	-	036-360-629000	City Hall Equipment	-	35,000	35,000	
-	-	100,000	-	036-360-629160	Library Equipment	-	22,971	22,971	
-	-	70,000	-	036-360-629360	Property Maintenance Equipment	-	155,477	155,477	
-	1,166	44,428	-	036-360-629375	Parks Plans & Improvements	-	28,068	28,068	
4,868	-	9,890	-	036-360-629400	Disaster Preparedness	-	15,000	15,000	
-	-	-	-	036-360-631960	Trans to Bldg & Property Res	-	-	-	
136,581	243,770	683,318	319,000		Capital Outlay		546,440	574,940	-
712,583	725,674	683,318	706,940		FUND REVENUE		546,440	574,940	-
136,581	243,770	683,318	319,000		FUND EXPENDITURES		546,440	574,940	-
576,002	481,904	-	387,940		FUND TOTAL		-	-	-

2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted	2019-2020 Actual	Account Number	Description	FTE	2020-2021 Proposed	2020-2021 Approved
PUBLIC WORKS								
-	-	-	-	010-000-400000	Revenues		-	-
-	-	-	-	010-000-400100	Beginning Fund Balance		-	-
165,231	-	-	-	010-000-400450	Transfer from Streets		-	-
220,223	-	-	-	010-000-400500	Transfer from Sewer		-	-
375,318	-	-	-	010-000-400600	Transfer from Water		-	-
-	-	-	-	010-000-400650	Transfer from Property Maint		-	-
-	-	-	-	010-000-401000	Transfer from General Fund		-	-
725	-	-	-	010-000-402700	Refunds & Misc		-	-
761,497	-	-	-		Revenue Total		-	-
393,596	-	-	-	010-100-500050	Full Time		-	-
15,910	-	-	-	010-100-500055	Three-Quarter Time		-	-
9,043	-	-	-	010-100-501400	Call Time	-	-	-
1,415	-	-	-	010-100-501500	Overtime	-	-	-
31,388	-	-	-	010-100-504700	Social Security	-	-	-
105,980	-	-	-	010-100-504800	Health Insurance	-	-	-
17,007	-	-	-	010-100-504900	Workers' Comp	-	-	-
45,350	-	-	-	010-100-505000	Retirement	-	-	-
619,689	-	-	-		Personnel Services		-	-
988	-	-	-	010-100-600100	Office Supplies		-	-
10,573	-	-	-	010-100-600210	Electricity		-	-
3,974	-	-	-	010-100-600220	Communication Services		-	-
1,413	-	-	-	010-100-600250	Alarms		-	-
5,814	-	-	-	010-100-600300	Equipment Maint & Repair		-	-
2,806	-	-	-	010-100-600350	Vehicle Maint & Repair		-	-
9,805	-	-	-	010-100-600400	Facility Needs		-	-
2,963	-	-	-	010-100-600600	Travel & Training		-	-
194	-	-	-	010-100-600700	Membership & Subscription		-	-
22,608	-	-	-	010-100-601500	Gas, Oil & Tires		-	-
14,655	-	-	-	010-100-601700	Insurance		-	-
13,512	-	-	-	010-100-607500	Special Purchases		-	-
14,613	-	-	-	010-100-608000	Supplies		-	-
6,369	-	-	-	010-100-608100	Contract & Other Services		-	-
110,286	-	-	-		Materials & Services		-	-
14,843	-	-	-	010-100-620500	Equipment		-	-
14,843	-	-	-		Capital Outlay		-	-
-	-	-	-	010-100-631950	Transfer to Stabilization Fund		-	-
-	-	-	-		Transfers		-	-
-	-	-	-	010-100-640100	Contingency		-	-
-	-	-	-		Contingency		-	-
761,497	-	-	-		FUND REVENUE		-	-
744,818	-	-	-		FUND EXPENDITURES		-	-
16,679	-	-	-		FUND TOTAL		-	-

2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted	2019-2020 Est Actual	Account Number	Description	FTE	2020-2021 Proposed	2020-2021 Approved	2020-2021 Adopted
PUBLIC WORKS RESERVE									
Revenue									
134,153	181,001	167,403	153,436	040-000-400100	Beginning Fund Balance	0	198,282	198,282	
1,849	15	1,000	3,680	040-000-400400	Interest	0	3,000	3,000	
21,380	22,500	22,500	22,500	040-000-400600	Transfer from Water	0	22,500	22,500	
25,000	25,000	25,000	25,000	040-000-401100	Transfer from Sewer Fund	0	25,000	25,000	
28,050	30,000	30,000	30,000	040-000-401200	Transfer from Streets Fund	0	35,000	35,000	
0	0	0	10,862	040-000-402700	Refunds & Misc	0	0	0	
0	0	0	0	040-000-405475	Sale of Surplus Property	0	0	0	
210,432	258,516	245,903	245,478		Revenue Total		283,782	283,782	0
Expenditures									
25,380	109,636	205,903	47,196	040-400-620500	Equipment	0	223,782	223,782	
4,050	0	40,000	0	040-400-620510	Buildings	0	60,000	60,000	
29,430	109,636	245,903	47,196		Capital Outlay		283,782	283,782	0
210,432	258,516	245,903	245,478		FUND REVENUE		283,782	283,782	0
29,430	109,636	245,903	47,196		FUND EXPENDITURES		283,782	283,782	0
181,001	148,881	0	198,282		FUND TOTAL		0	0	0

2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted	2019-2020 Est Actual	Account Number	Description	FTE	2020-2021 Proposed	2020-2021 Approved	2020-2021 Adopted
STREETS									
Revenue									
1,591,312	1,630,015	2,160,213	2,153,305	011-000-400100	Beginning Fund Balance	0	2,608,411	2,608,411	
25,117	3,586	25,000	51,950	011-000-400400	Interest	0	40,000	40,000	
14,626	25,386	16,800	16,000	011-000-401300	Natural Gas Franchise	0	16,000	16,000	
2,998	2,691	2,000	2,000	011-000-401400	Telephone Franchise	0	2,000	2,000	
1,496	2,021	2,000	2,940	011-000-401450	Telecommunications Franchise	0	2,500	2,500	
11,530	15,807	12,000	15,000	011-000-401500	Television Franchise	0	12,000	12,000	
44,586	21,071	33,000	76,350	011-000-401600	Garbage Franchise	0	33,000	33,000	
550,107	489,123	566,000	549,000	011-000-401700	Electric Franchise	0	566,000	566,000	
2,776	2,368	2,300	2,744	011-000-402050	Truck Permits	0	2,300	2,300	
183,587	272,722	257,500	230,583	011-000-402400	Oregon State Highway Tax	0	210,000	210,000	
120	1,440	1,500	1,200	011-000-402700	Refunds & Misc	0	1,500	1,500	
0	150	0	0	011-000-402720	Public Works Inspection Fee	0	0	0	
100,479	101,304	100,000	100,000	011-000-403600	Road Maintenance Fees	0	100,000	100,000	
0	0	50,000	0	011-000-405250	Grants	0	0	150,000	
2,528,734	2,567,684	3,228,313	3,201,072		REVENUE TOTAL	0	3,593,711	3,743,711	0

2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted	2019-2020 Est Actual	Account Number	Description	FTE	2020-2021 Proposed	2020-2021 Approved	2020-2021 Adopted
STREETS									
Expenditures									
0	2,047	2,027	3,118	011-110-500010	City Manager	0.02	2,152	2,152	
0	17,871	26,333	0	011-110-500016	Public Works Director	0.30	23,294	23,294	
0	1,181	2,945	2,110	011-110-500018	Finance Director	0.00	0	0	
0	0	0	500	011-110-500020	Accounting Supervisor	0.04	2,215	2,215	
			0	011-110-500022	Human Resources Specialist	0.05	2,774	2,774	
0	4,878	1,726	2,700	011-110-500024	Information Systems Admin	0.04	2,885	2,885	
0	15,300	18,536	20,650	011-110-500026	Public Works Op Supervisor	0.30	19,132	19,132	
0	1,125	1,216	1,250	011-110-500028	City Recorder	0.02	1,296	1,296	
0	20,060	18,185	18,710	011-110-500030	PW Crew Leader	0.30	19,471	19,471	
0	14,980	24,470	23,212	011-110-500045	Maintenance Worker Mechanic	0.50	24,950	24,950	
0	15,459	14,681	14,500	011-110-500046	Maint Worker Equip Operator	0.30	14,969	14,969	
0	1,748	1,600	1,883	011-110-500053	Accounting Clerk 3	0.04	1,862	1,862	
0	17,640	0	0	011-110-500054	Maint/Clerical Worker 3	0.00	0	0	
0	23,804	50,604	45,100	011-110-500057	Muni/Ground Maint Worker	1.50	71,619	71,619	
0	0	1,795	0	011-110-500082	City Planner	0.02	1,869	1,869	
0	4,404	4,625	5,449	011-110-500084	Assistant Planner	0.10	3,947	3,947	
0	5,215	5,000	5,602	011-110-501400	Call Time	0.00	6,000	6,000	
0	1,111	2,500	726	011-110-501500	Overtime	0.00	2,500	2,500	
0	10,719	13,417	10,913	011-110-504700	Social Security	0.00	15,000	15,000	
0	33,100	49,388	29,022	011-110-504800	Health Insurance	0.00	37,000	37,000	
0	65	5,844	9,750	011-110-504900	Workers' Comp	0.00	10,500	10,500	
0	16,833	20,690	20,450	011-110-505000	Retirement	0.00	22,000	22,000	
0	207,542	265,582	215,645		Personnel Services	3.53	285,435	285,435	0
0	443	745	300	011-110-600100	Office Supplies	0.00	700	700	
2,921	4,975	6,300	6,300	011-110-600210	Electricity	0.00	7,000	7,000	
0	2,645	4,000	2,800	011-110-600220	Communication Services	0.00	4,000	4,000	
419	1,314	1,000	1,800	011-110-600250	Alarms	0.00	2,000	2,000	
3,138	6,109	13,000	12,000	011-110-600300	Equipment Repair	0.00	15,000	15,000	
0	266	2,500	2,500	011-110-600350	Vehicle Maint & Repair	0.00	3,000	3,000	
0	234	200	200	011-110-600400	Facility Needs	0.00	200	200	
18,025	30,512	85,000	50,000	011-110-600420	Systems Repair	0.00	85,000	85,000	
0	1,537	2,980	200	011-110-600600	Travel & Training	0.00	1,500	1,500	
0	85	1,490	200	011-110-600700	Membership & Subscription	0.00	1,000	1,000	
0	3,874	4,500	5,000	011-110-601500	Gas, Oil & Tires	0.00	5,500	5,500	
6,047	11,880	12,600	13,202	011-110-601700	Insurance	0.00	14,500	14,500	
0	221	6,700	6,700	011-110-607500	Special Purchases	0.00	7,000	7,000	
11,358	16,650	20,000	15,000	011-110-608000	Supplies	0.00	20,000	20,000	
8,252	9,779	12,000	5,000	011-110-608100	Contract & Other Services	0.00	12,000	12,000	
37,983	41,436	55,000	45,000	011-110-608175	Street Sweeping	0.00	21,000	21,000	
88,143	131,959	228,015	166,202		Materials & Services		199,400	199,400	0
0	0	0	0	011-110-620500	Equipment	0.00	85,000	85,000	
160,995	7,111	2,000,000	500	011-110-620520	Systems	0.00	2,283,876	2,283,876	
316,930	28,202	235,000	0	011-110-620540	Road Maintenance Expenditures	0.00	215,000	215,000	
0	0	202,000	0	011-110-626500	Arcadia Drive	0.00	0	0	
477,925	35,313	2,437,000	500		Capital Outlay		2,583,876	2,583,876	0
99,370	8,760	0	0	011-110-630300	Transfer to General Fund	0.00	0	0	
165,231	0	0	0	011-110-630500	Transfer to Public Works	0.00	0	0	
28,050	30,000	30,000	30,000	011-110-631000	Transfer to PW Equip Reserve	0.00	35,000	35,000	
40,000	40,000	180,314	180,314	011-110-631850	Transfer to Street Reserve	0.00	390,000	390,000	
332,651	78,760	210,314	210,314		Transfers		425,000	425,000	0

0	0	87,402	0	011-110-640100	Contingency	0.00	100,000	250,000	
0	0	87,402	0		Contingency		100,000	250,000	0
898,720	453,574	3,228,313	592,661		Total Expenditures	3.53	3,593,711	3,743,711	0
2,528,734	2,567,684	3,228,313	3,201,072		FUND REVENUE		3,593,711	3,743,711	0
898,720	453,574	3,228,313	592,661		FUND EXPENDITURES		3,593,711	3,743,711	0
					UEFB				
1,630,015	2,114,110	0	2,608,411		FUND TOTAL	3.53	0	0	0

2017- 2018 Actual	2018- 2019 Actual	2019- 2020 Adopted	2019- 2020 Est Actual	Account Number	Description	FTE	2020- 2021 Proposed	2020-2021 Approved	2020-2021 Adopted
STREET RESERVE FUND									
Revenue									
167,338	210,090	251,723	248,443	043-000-400100	Beginning Fund Balance	0	384,652	384,652	
2,752	24	1,500	5,895	043-000-400400	Interest	0	7,000	7,000	
40,000	40,000	180,314	180,314	043-000-400450	Transfer from Streets	0	390,000	390,000	
0	0	0	0	043-000-402700	Refunds & Misc	0	0	0	
		0	0	043-000-405250	Grants	0	150,000	0	
<u>210,090</u>	<u>250,114</u>	<u>433,537</u>	<u>434,652</u>		Revenue Total		<u>931,652</u>	<u>781,652</u>	<u>0</u>
Expenditures									
0	7,387	433,537	50,000	043-430-608100	Contract & Other Services	0	931,652		
0	0	0	0	043-430-802000	Reserved for Future Expense	0	0	0	
<u>0</u>	<u>7,387</u>	<u>433,537</u>	<u>50,000</u>		Materials & Services		<u>931,652</u>	<u>0</u>	<u>0</u>
Business Highway 20 Improv								<u>781,652</u>	
Capital Outlay								<u>781,652</u>	<u>0</u>
<u>210,090</u>	<u>250,114</u>	<u>433,537</u>	<u>434,652</u>		FUND REVENUE		<u>931,652</u>	<u>781,652</u>	<u>0</u>
0	7,387	433,537	50,000		FUND EXPENDITURES		<u>931,652</u>	<u>781,652</u>	<u>0</u>
<u>210,090</u>	<u>242,726</u>	<u>0</u>	<u>384,652</u>		FUND TOTAL		<u>0</u>	<u>0</u>	<u>0</u>

2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted	2019-2020 Est Actual	Account Number	Description	FTE	2020-2021 Proposed	2020-2021 Approved	2020-2021 Adopted
WATER FUND									
Revenue									
429,308	304,190	404,190	468,137	012-000-400100	Beginning Fund Balance	0.00	125,987	125,987	
13,827	151	4,000	9,500	012-000-400400	Interest	0.00	9,000	9,000	
0	0	0	0	012-000-401280	Transfer from Stabilization	0.00	0	0	
3,836	4,685	3,000	165	012-000-402700	Refunds & Misc	0.00	3,000	3,000	
0	150	0	0	012-000-402720	Public Works Inspection Fee	0.00	0	0	
0	2,000	1,500	1,280	012-000-402730	Haulable Water	0.00	1,500	1,500	
1,270,583	1,288,605	1,290,000	1,222,000	012-000-403700	Sale of Water	0.00	1,240,000	1,240,000	
940	18,813	3,000	3,500	012-000-403800	Meter Charges-Connection Fees	0.00	3,000	3,000	
3,637	2,963	3,000	2,000	012-000-403900	Service Fees	0.00	2,000	2,000	
8,610	7,945	7,500	6,000	012-000-403950	Delinquent Fees	0.00	7,000	7,000	
370,914	342,026	346,985	346,000	012-000-404100	Sale of Water to Seal Rock	0.00	346,000	346,000	
895	360	300	300	012-000-404125	H2O Program Donations	0.00	300	300	
65	9,026	0	400	012-000-404130	Fees and Adjustments	0.00	300	300	
0	0	0	0	012-000-404200	Water Deposit	0.00	0	0	
10,719	11,184	11,185	11,185	012-000-405380	Rents & Leases	0.00	11,185	11,185	
<u>2,113,332</u>	<u>1,992,099</u>	<u>2,074,660</u>	<u>2,070,467</u>		REVENUE TOTAL	<u>0.00</u>	<u>1,749,272</u>	<u>1,749,272</u>	<u>0</u>

2017-2018	2018-2019	2019-2020	2019-2020	Account Number	Description	2020-2021	2020-2021	2020-2021	
Actual	Actual	Adopted	Est Actual			FTE	Proposed	Approved	Adopted
WATER FUND									
Expenditures									
Water Plant									
0	1,024	1,013	1,800	012-120-500010	City Manager	0.01	1,076	1,076	
0	17,871	13,167	0	012-120-500016	Public Works Director	0.15	11,647	11,647	
0	1,181	2,945	2,200	012-120-500018	Finance Director	0.00	0	0	
0	0	0	500	012-120-500020	Accounting Supervisor	0.04	2,214	2,214	
			0	012-120-500022	Human Resources Specialist	0.05			
0	4,878	1,726	2,700	012-120-500024	Information Systems Admin	0.04	2,885	2,885	
0	1,177	0	0	012-120-500026	Public Works Op Supervisor	0.00	0	0	
0	563	608	630	012-120-500028	City Recorder	0.01	649	649	
0	58,616	60,583	62,640	012-120-500030	Lead/Senior Facility Ops	1.00	63,527	63,527	
0	45,206	47,168	49,250	012-120-500038	Facility Ops	1.00	52,411	52,411	
0	1,322	0	0	012-120-500045	Maint Worker 4B/Maint Tech	0.00	0	0	
0	8,992	22,559	22,330	012-120-500048	Facility Operator Trainee	0.50	23,985	23,985	
104,246	0	0	0	012-120-500050	Full Time	0.00	0	0	
0	1,748	1,600	1,885	012-120-500053	Accounting Clerk 3	0.04	1,862	1,862	
0	0	0	0	012-120-500054	Maint/Clerical Worker 3	0.00	0	0	
0	0	0	0	012-120-500057	Maintenance Worker 2	0.00	0	0	
0	7,743	9,135	7,881	012-120-500066	Utility Billing Clerk 1	0.20	8,276	8,276	
0	0	898	0	012-120-500082	City Planner	0.01	934	934	
0	2,569	2,320	2,506	012-120-500084	Assistant Planner	0.05	1,973	1,973	
9,583	18,534	21,000	20,000	012-120-501400	Call Time	0.00	22,000	22,000	
14,161	8,265	10,000	12,250	012-120-501500	Overtime	0.00	10,000	10,000	
9,667	13,415	14,863	14,000	012-120-504700	Social Security	0.00	14,000	14,000	
9,892	17,928	17,458	16,800	012-120-504800	Health Insurance	0.00	19,000	19,000	
3,487	5,936	5,290	3,550	012-120-504900	Workers' Comp	0.00	5,000	5,000	
11,795	17,684	18,000	22,657	012-120-505000	Retirement	0.00	24,000	24,000	
162,831	234,652	250,333	243,579		Personnel Services	3.10	265,439	265,439	0
370	1,194	1,200	500	012-120-600100	Office Supplies	0.00	1,200	1,200	
0	588	2,500	2,700	012-120-600150	Data Processing Support	0.00	2,500	2,500	
64,734	54,548	65,000	57,000	012-120-600210	Electricity	0.00	67,000	67,000	
6,074	7,469	7,000	7,500	012-120-600220	Communication Services	0.00	8,000	8,000	
1,961	1,666	2,000	2,000	012-120-600250	Alarms	0.00	2,000	2,000	
7,888	10,712	10,000	10,000	012-120-600300	Equipment Maint & Repair	0.00	10,000	10,000	
0	608	1,500	1,500	012-120-600350	Vehicle Maint & Repair	0.00	1,500	1,500	
34,155	7,091	10,000	10,000	012-120-600400	Facility Needs	0.00	20,000	20,000	
4,286	18,465	10,000	8,000	012-120-600420	Systems Repair	0.00	10,000	10,000	
2,418	2,352	3,050	2,700	012-120-600600	Travel & Training	0.00	3,050	3,050	
910	962	1,525	1,500	012-120-600700	Membership & Subscription	0.00	1,525	1,525	
1,979	3,085	2,500	2,500	012-120-601500	Gas, Oil & Tires	0.00	2,500	2,500	
18,851	23,759	25,000	26,200	012-120-601700	Insurance	0.00	28,000	28,000	
0	14,037	20,000	18,000	012-120-607500	Special Purchases	0.00	20,000	20,000	
38,925	50,122	60,000	60,000	012-120-608000	Supplies	0.00	60,000	60,000	
21,477	25,652	37,000	37,000	012-120-608100	Contract & Other Services	0.00	37,000	37,000	
204,030	222,309	258,275	247,100		Materials & Services		274,275	274,275	0
0	0	0	0	012-120-620500	Equipment	0.00	15,000	15,000	0
0	0	0	0		Capital Outlay		15,000	15,000	0
125,375	4,380	0	0	012-120-630300	Transfer to General Fund	0.00	0	0	
123,606	0	0	0	012-120-630500	Transfer to Public Works	0.00	0	0	
8,880	10,000	10,000	10,000	012-120-631000	Transfer to PW Reserve	0.00	10,000	10,000	
151,030	152,000	175,000	175,000	012-120-631800	Transfer to Water Reserve	0.00	124,700	124,700	
3,600	0	0	0	012-120-631950	Transfer to Stabilization Fund	0.00	0	0	
412,491	166,380	185,000	185,000		Transfers		134,700	134,700	0
178,314	179,550	0	0	012-120-702000	2012 Debt Repayment	0.00	0	0	0
0	0	0	0	012-120-709000	Debt Service Reserve	0.00	0	0	0
178,314	179,550	0	0		Debt Service		0	0	0
957,666	802,891	693,608	675,679		WATER PLANT TOTAL	3.10	689,414	689,414	0

2017-2018	2018-2019	2019-2020	2019-2020			2020-2021	2020-2021	2020-2021	
Actual	Actual	Adopted	Est Actual	Account Number	Description	FTE	Proposed	Approved	Adopted
					WATER FUND				
					Expenditures				
					Water Distribution				
0	1,024	1,013	1,750	012-125-500010	City Manager	0.01	1,076	1,076	
0	17,871	13,167	0	012-125-500016	Public Works Director	0.15	11,647	11,647	
0	1,181	2,945	2,100	012-125-500018	Finance Director	0.00	0	0	
0			560	012-125-500020	Accounting Supervisor	0.04	2,215	2,215	
0			0	012-125-500022	Human Resources Specialist	0.05	2,774	2,774	
0	4,878	1,726	2,700	012-125-500024	Information Systems Admin	0.04	2,885	2,885	
0	23,539	18,536	20,649	012-125-500026	Public Works Op Supervisor	0.30	19,132	19,132	
0	563	608	630	012-125-500028	City Recorder	0.01	649	649	
0	20,060	18,185	18,715	012-125-500030	PW Crew Leader	0.30	19,471	19,471	
0	13,217	12,235	11,615	012-125-500045	Maint Worker 4B/Maint Tech	0.25	12,474	12,474	
0	15,459	17,128	16,900	012-125-500046	Maint Worker 4A/Equip Op	0.35	17,465	17,465	
0	1,748	1,600	1,900	012-125-500053	Accounting Clerk 3	0.04	1,862	1,862	
0	17,640	25,068	24,815	012-125-500054	Maint/Clerical Worker 3	0.50	25,068	25,068	
0	23,384	22,896	21,750	012-125-500057	Maintenance Worker 2	0.50	31,819	31,819	
0	11,615	13,703	11,850	012-125-500066	Utility Billing Clerk 1	0.30	12,414	12,414	
0	0	898	0	012-125-500082	City Planner	0.01	934	934	
0	4,404	4,625	5,450	012-125-500084	Assistant Planner	0.10	4,600	4,600	
0	5,156	6,000	6,561	012-125-501400	Call Time	0.00	6,500	6,500	
0	1,096	4,000	627	012-125-501500	Overtime	0.00	2,000	2,000	
0	11,859	12,506	11,200	012-125-504700	Social Security	0.00	13,600	13,600	
0	37,737	55,602	38,200	012-125-504800	Health Insurance	0.00	45,000	45,000	
0	69	6,225	4,300	012-125-504900	Workers' Comp	0.00	5,000	5,000	
0	17,705	20,685	20,850	012-125-505000	Retirement	0.00	22,000	22,000	
0	230,205	259,351	223,122		Personnel Services	2.95	260,585	260,585	0
5,679	2,049	8,000	4,000	012-125-600100	Office Supplies	0.00	6,000	6,000	
1,098	3,105	2,500	6,000	012-125-600150	Data Processing Support	0.00	7,000	7,000	
7,996	9,430	10,500	10,500	012-125-600210	Electricity	0.00	11,000	11,000	
0	3,127	3,000	2,300	012-125-600220	Communication Services	0.00	3,500	3,500	
0	235	1,500	250	012-125-600250	Alarms	0.00	1,500	1,500	
507	9,939	5,000	6,000	012-125-600300	Equipment Maint & Repair	0.00	6,000	6,000	
0	879	2,000	1,000	012-125-600350	Vehicle Maint & Repair	0.00	2,000	2,000	
0	8	2,500	1,500	012-125-600400	Facility Needs	0.00	2,500	2,500	
22,302	17,682	30,000	30,000	012-125-600420	Systems Repair	0.00	3,200	32,000	
0	1,943	2,900	1,250	012-125-600600	Travel & Training	0.00	2,000	2,000	
0	207	7,747	800	012-125-600700	Membership & Subscription	0.00	2,000	2,000	
0	8,067	8,000	5,500	012-125-601500	Gas, Oil & Tires	0.00	8,000	8,000	
0	3,960	4,200	4,400	012-125-601700	Insurance	0.00	5,000	5,000	
950	0	1,500	400	012-125-603980	H2O Program Expenses	0.00	400	400	
0	1,194	10,000	10,000	012-125-607500	Special Purchases	0.00	10,000	10,000	
17,635	19,565	30,000	22,000	012-125-608000	Supplies	0.00	30,000	30,000	
18,816	15,612	22,000	15,000	012-125-608100	Contract & Other Services	0.00	20,000	20,000	
74,984	97,002	151,347	120,900		Materials & Services		120,100	148,900	0
125,375	4,380	0	0	012-125-630300	Transfer to General Fund	0.00	0	0	
251,712	0	0	0	012-125-630500	Transfer to Public Works	0.00	0	0	
12,500	0	12,500	12,500	012-125-631000	Transfer to PW Reserve	0.00	12,500	12,500	
151,029	164,500	494,717	494,717	012-125-631800	Transfer to Water Reserve	0.00	213,055	184,255	
540,616	168,880	507,217	507,217		Transfers		225,555	196,755	0
0	0	45,575	0	012-125-640100	Contingency	0.00	35,000	35,000	0
0	0	45,575	0		Contingency		35,000	35,000	0
235,877	238,005	251,600	251,600	012-125-702000	2012 Debt Repayment/Bond 2016	0.00	259,000	259,000	
0	0	165,962	165,962	012-125-702500	Rev Bond 2016 - Interet/Fees	0.00	159,618	159,618	
235,877	238,005	417,562	417,562		Debt Service & Fees		418,618	418,618	0
851,476	734,092	1,381,052	1,268,801		WATER DISTRIBUTION TOTAL	2.95	1,059,858	1,059,858	0
2,113,332	1,992,099	2,074,660	2,070,467		FUND REVENUE		1,749,272	1,749,272	0
1,809,142	1,536,983	2,074,660	1,944,480		FUND EXPENDITURES		1,749,272	1,749,272	0
304,190	455,116	0	125,987		FUND TOTAL	6.05	0	0	0

2017-2018	2018-2019	2019-2020	2019-2020			2020-2021	2020-2021	2020-2021	
Actual	Actual	Adopted	Est Actual	Account Number	Description	FTE	Proposed	Approved	Adopted
WATER RESERVE FUND									
Revenue									
1,388,012	1,332,163	1,472,056	1,500,140	041-000-400100	Beginning Fund Balance	0	2,152,857	2,152,857	
18,928	165	15,000	34,000	041-000-400400	Interest	0	30,000	30,000	
302,059	304,000	669,717	669,717	041-000-400600	Transfer from Water	0	337,755	308,955	
20,000	480	0	0	041-000-402700	Refunds & Misc	0	0	0	
<u>1,728,999</u>	<u>1,636,809</u>	<u>2,156,773</u>	<u>2,203,857</u>		Revenue Total		<u>2,520,612</u>	<u>2,491,812</u>	<u>0</u>
Expenditures									
27,039	17,548	122,000	20,000	041-410-600420	Systems Repair	0	20,000	20,000	
25,095	14,451	150,000	21,000	041-410-608100	Contract & Other Services	0	150,000	150,000	
<u>52,134</u>	<u>31,999</u>	<u>272,000</u>	<u>41,000</u>		Materials & Services		<u>170,000</u>	<u>170,000</u>	<u>0</u>
0	0	0	0	041-410-620500	Equipment		150,000	150,000	
344,701	140,907	1,884,773	10,000	041-410-620520	Systems	0	1,900,612	1,871,812	
0	0	0	0	041-410-626400	Master Plan Improvements	0	300,000	300,000	
<u>344,701</u>	<u>140,907</u>	<u>1,884,773</u>	<u>10,000</u>		Capital Outlay		<u>2,350,612</u>	<u>2,321,812</u>	<u>0</u>
<u>1,728,999</u>	<u>1,636,809</u>	<u>2,156,773</u>	<u>2,203,857</u>		FUND REVENUE		<u>2,520,612</u>	<u>2,491,812</u>	<u>0</u>
<u>396,835</u>	<u>172,905</u>	<u>2,156,773</u>	<u>51,000</u>		FUND EXPENDITURES		<u>2,520,612</u>	<u>2,491,812</u>	<u>0</u>
<u>1,332,163</u>	<u>1,463,904</u>	<u>0</u>	<u>2,152,857</u>		FUND TOTAL		<u>0</u>	<u>0</u>	<u>0</u>

2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted	2019-2020 Est Actual	Account Number	Description	FTE	2020-2021 Proposed	2020-2021 Approved	2020-2021 Adopted
SEWER FUND Revenues									
224,331	134,541	110,490	139,034	013-000-400100	Beginning Fund Balance	0	281,320	281,320	
16,061	167	950	3,310	013-000-400400	Interest	0	3,000	3,000	
2,500	0	0	0	013-000-401280	Transfer from Stabilization	0	0	0	
147	404	150	3,689	013-000-402700	Refunds & Misc	0	150	150	
1,060,894	982,708	1,050,000	1,152,540	013-000-404400	Sewer Charges	0	1,187,116	1,187,116	
0	563	0	0	013-000-404500	Sewer Connection Fees	0	0	0	
0	0	0	0	013-000-405250	Grants	0	0	0	
1,303,932	1,118,383	1,161,590	1,298,573		REVENUE TOTAL	0	1,471,586	1,471,586	0

2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted	2019-2020 Actual	Account Number	Description	FTE	2020-2021 Proposed	2020-2021 Approved	2020-2021 Adopted
SEWER FUND									
Expenditures									
Sewer Plant									
0	1,024	1,014	1,734	013-130-500010	City Manager	0.01	1,076	1,076	
0	17,871	13,167	0	013-130-500016	Public Works Director	0.15	11,647	11,647	
0	1,181	2,945	2,102	013-130-500018	Finance Director	0.00	0	0	
0	0	0	500	013-130-500020	Accounting Supervisor	0.04	2,215	2,215	
			0	013-130-500022	Human Resources Specialist	0.05	2,774	2,774	
0	4,878	1,726	2,700	013-130-500024	Information Systems Admin	0.04	2,885	2,885	
0	1,177	0	0	013-130-500026	Public Works Op Supervisor	0.00	0	0	
0	563	608	627	013-130-500028	City Recorder	0.01	648	648	
0	59,147	60,583	45,835	013-130-500030	Lead/Senior Facility Ops	0.00	0	0	
0	59,017	60,965	69,833	013-130-500038	Facility Ops	2.00	117,154	117,154	
0	1,322	0	0	013-130-500045	Maint Worker 4B/Maint Tech	0.00	0	0	
0	8,992	22,559	22,315	013-130-500048	Facility Operator Trainee	0.50	23,985	23,985	
120,901	0	0	0	013-130-500050	Full Time	0.00	0	0	
0	1,748	1,600	1,885	013-130-500053	Accounting Clerk 3	0.04	1,862	1,862	
0	7,743	9,135	7,881	013-130-500066	Utility Billing Clerk 1	0.20	8,276	8,276	
0	0	898	0	013-130-500082	City Planner	0.01	934	934	
0	2,569	2,315	2,515	013-130-500084	Assistant Planner	0.05	1,973	1,973	
9,579	20,594	22,000	20,000	013-130-501400	Call Time	0.00	25,000	25,000	
12,018	10,522	11,000	12,284	013-130-501500	Overtime	0.00	13,500	13,500	
10,703	14,693	16,071	15,500	013-130-504700	Social Security	0.00	15,500	15,500	
23,151	33,093	40,961	33,500	013-130-504800	Health Insurance	0.00	40,000	40,000	
2,535	4,218	5,354	3,500	013-130-504900	Workers' Comp	0.00	5,000	5,000	
21,519	26,323	24,018	27,600	013-130-505000	Retirement	0.00	30,000	30,000	
200,406	276,674	296,919	270,311		Personnel Services	3.10	304,429	304,429	0
183	617	1,000	1,000	013-130-600100	Office Supplies	0.00	1,000	1,000	
880	2,573	2,500	4,454	013-130-600150	Data Processing Support	0.00	2,700	2,700	
46,626	38,516	46,000	46,000	013-130-600210	Electricity	0.00	48,000	48,000	
2,854	2,932	4,100	2,697	013-130-600220	Communication Services	0.00	4,100	4,100	
0	18	150	100	013-130-600250	Alarms	0.00	100	100	
10,047	12,575	15,000	20,000	013-130-600300	Equipment Maint & Repair	0.00	20,000	20,000	
245	60	1,500	1,000	013-130-600350	Vehicle Maint & Repair	0.00	1,500	1,500	
1,324	4,106	3,000	5,000	013-130-600400	Facility Needs	0.00	5,000	5,000	
4,645	2,488	10,000	8,000	013-130-600420	Systems Repair	0.00	67,000	67,000	
1,603	3,256	3,050	3,050	013-130-600600	Travel & Training	0.00	3,500	3,500	
0	607	1,525	1,000	013-130-600700	Membership & Subscription	0.00	1,500	1,500	
2,027	1,839	2,500	2,500	013-130-601500	Gas, Oil & Tires	0.00	2,500	2,500	
22,756	29,699	31,300	32,800	013-130-601700	Insurance	0.00	40,000	40,000	
0	5,570	15,000	10,000	013-130-607500	Special Purchases	0.00	10,000	10,000	
45,041	50,200	45,000	55,000	013-130-608000	Supplies	0.00	55,000	55,000	
14,325	22,817	25,000	26,000	013-130-608100	Contract & Other Services	0.00	27,000	27,000	
152,555	177,872	206,625	218,601		Materials & Services		288,900	288,900	0
81,700	4,380	0	0	013-130-630300	Transfer to General Fund	0.00	0	0	
51,115	0	0	0	013-130-630500	Transfer to Public Works	0.00	0	0	
12,500	12,500	12,500	12,500	013-130-631000	Transfer to PW Reserve	0.00	12,500	12,500	
139,765	0	0	0	013-130-631160	Transfer for Sewer loan pmt	0.00	0	0	
55,211	10,000	10,000	10,000	013-130-631900	Transfer to Sewer Reserve	0.00	50,000	50,000	
0	0	0	0	013-130-631950	Transfer to Stabilization Fund	0.00	0	0	
340,291	26,880	22,500	22,500		Transfers		62,500	62,500	0
0	0	0	0	013-130-640100	Contingency	0.00	0	0	0
0	0	0	0		Contingency		0	0	0
0	96,645	0	0	013-130-702000	Revenue Bond Repayment Princ.	0.00	0	0	0
0	96,645	0	0		Debt Services		0	0	0
693,252	578,072	526,044	511,412		SEWER PLANT TOTAL	3.10	655,829	655,829	0

2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted	2019-2020 Est Actual	Account Number	Description	FTE	2020-2021 Proposed	2020-2021 Approved	2020-2021 Adopted
SEWER FUND									
Expenditures									
Sewer Collection									
0	1,024	1,014	1,734	013-135-500010	City Manager	0.01	1,076	1,076	
0	17,871	13,167	0	013-135-500016	Public Works Director	0.15	11,647	11,647	
0	1,181	2,945	2,150	013-135-500018	Finance Director	0.00	0	0	
0	0	0	500	013-135-500020	Accounting Supervisor	0.04	2,215	2,215	
0	0	0	0	013-135-500022	Human Resources Specialist	0.05	2,774	2,774	
0	4,878	1,726	2,700	013-135-500024	Information Systems Admin	0.04	2,885	2,885	
0	17,654	18,536	20,648	013-135-500026	Public Works Op Supervisor	0.30	19,132	19,132	
0	563	608	630	013-135-500028	City Recorder	0.01	648	648	
0	20,668	18,185	14,100	013-135-500030	PW Crew Leader	0.30	19,471	19,471	
0	13,217	12,235	11,610	013-135-500045	Maint Worker 4B/Maint Tech	0.25	12,475	12,475	
0	15,928	17,128	16,883	013-135-500046	Maint Worker 4A/Equip Op	0.35	17,465	17,465	
0	1,748	1,600	1,885	013-135-500053	Accounting Clerk 3	0.04	1,862	1,862	
0	18,175	25,068	24,810	013-135-500054	Maint/Clerical Worker 3	0.50	25,068	25,068	
0	23,672	22,896	21,746	013-135-500057	Maintenance Worker 2	0.50	31,819	31,819	
0	11,615	13,703	11,822	013-135-500066	Utility Billing Clerk 1	0.30	12,414	12,414	
0	0	898	0	013-135-500082	City Planner	0.01	934	934	
0	4,404	4,625	5,449	013-135-500084	Assistant Planner	0.10	3,947	3,947	
0	5,252	5,000	6,560	013-135-501400	Call Time	0.00	6,700	6,700	
0	1,110	2,500	670	013-135-501500	Overtime	0.00	2,500	2,500	
0	11,584	12,314	11,200	013-135-504700	Social Security	0.00	14,000	14,000	
0	35,774	55,602	38,150	013-135-504800	Health Insurance	0.00	50,000	50,000	
0	68	6,225	2,800	013-135-504900	Workers' Comp	0.00	6,000	6,000	
0	17,371	20,685	20,856	013-135-505000	Retirement	0.00	23,000	23,000	
0	223,757	256,660	216,903		Personnel Services	2.95	268,032	268,032	0
4,706	2,054	4,500	3,500	013-135-600100	Office Supplies	0.00	4,500	4,500	
973	2,755	2,500	6,000	013-135-600150	Data Processing Support	0.00	6,500	6,500	
34,044	29,567	31,500	31,500	013-135-600210	Electricity	0.00	33,000	33,000	
0	3,011	4,000	3,500	013-135-600220	Communication Services	0.00	4,000	4,000	
3,423	4,250	4,500	4,200	013-135-600250	Alarms	0.00	4,500	4,500	
30,416	15,080	16,000	14,000	013-135-600300	Equipment Maint & Repair	0.00	16,000	16,000	
0	510	1,900	1,000	013-135-600350	Vehicle Maint & Repair	0.00	2,000	2,000	
1,456	84	2,000	1,500	013-135-600400	Building Repair	0.00	2,000	2,000	
14,600	15,220	20,000	20,000	013-135-600420	Systems Repair	0.00	20,000	20,000	
0	1,729	2,900	2,500	013-135-600600	Travel & Training	0.00	2,500	2,500	
0	207	1,450	500	013-135-600700	Membership & Subscription	0.00	1,200	1,200	
0	5,519	5,500	5,500	013-135-601500	Gas, Oil & Tires	0.00	6,500	6,500	
0	3,960	4,200	4,400	013-135-601700	Insurance	0.00	4,600	4,600	
0	2,612	28,000	6,000	013-135-607500	Special Purchases	0.00	28,000	28,000	
1,294	8,044	11,000	8,000	013-135-608000	Supplies	0.00	11,000	11,000	
15,020	19,302	16,000	16,000	013-135-608100	Contract & Other Services	0.00	16,000	16,000	
105,932	113,904	155,950	128,100		Materials & Services		162,300	162,300	0
0	0	25,000	0	013-135-620500	Equipment	0.00	30,000	30,000	0
0	0	25,000	0		Capital Outlay		30,000	30,000	0
81,700	4,380	0	0	013-135-630300	Transfer to General Fund	0.00	0	0	0
169,108	0	0	0	013-135-630500	Transfer to Public Works	0.00	0	0	0
12,500	12,500	12,500	12,500	013-135-631000	Transfer to PW Reserve	0.00	12,500	12,500	0
51,690	0	0	0	013-135-631160	Transfer for Sewer loan pmt	0.00	0	0	0
55,210	0	0	0	013-135-631900	Transfer to Sewer Reserve	0.00	139,743	139,743	0
370,208	16,880	12,500	12,500		Transfers		152,243	152,243	0

0	0	20,998	0	013-135-640100	Contingency	0.00	40,000	40,000	0
0	0	20,998	0		Contingency		40,000	40,000	0
0	51,600	88,400	88,400	013-135-702000	DEQ Loan Repayment-Principal	0.00	91,000	91,000	
0	0	59,938	59,938	013-135-702500	Rev Bond 2016 - Interest/Fees	0.00	56,082	56,082	
0	0	16,100	0	013-135-703000	W/WW Loan 2020 - Principal	0.00	16,100	16,100	
0	0	0	0	013-135-703500	W/WW Loan 2020 Int & Fees	0.00	0	0	
0	0	0	0	013-135-709000	Debt Service Reserve	0.00	0	0	
0	51,600	164,438	148,338		Debt Services		163,182	163,182	0
476,139	406,140	635,546	505,841		SEWER COLLECTION TOTAL	2.95	815,757	815,757	0
1,303,932	1,118,383	1,161,590	1,298,573		FUND REVENUE		1,471,586	1,471,586	0
1,169,391	984,212	1,161,590	1,017,253		FUND EXPENDITURES		1,471,586	1,471,586	0
0	0	0	0		UEFB		0	0	0
134,541	134,171	0	281,320		FUND TOTAL	6.05	0	0	0

2017-2018	2018-2019	2019-2020	2019-2020			2020-2021	2020-2021	2020-2021	
Actual	Actual	Adopted	Est Actual	Account Number	Description	FTE	Proposed	Approved	Adopted
						SEWER RESERVE			
						Revenue			
404,998	319,970	212,779	188,727	042-000-400100	Beginning Fund Balance	0	250,227	250,227	
4,324	19	2,000	4,500	042-000-400400	Interest	0	4,000	4,000	
110,421	10,000	10,000	10,000	042-000-400500	Transfer from Sewer Fund	0	189,743	189,743	
191,455	0	0	0	042-000-401120	Transfer for Sewer Loan Pmt	0	0	0	
0	1,750	0	0	042-000-402700	Refunds & Misc	0	0	0	
0	0	2,000,000	650,000	042-000-405400	Loan Proceeds	0	1,350,000	1,350,000	
711,197	331,739	2,224,779	853,227		Revenue Total		1,793,970	1,793,970	0
5,758	18,509	25,000	0	042-420-600420	Systems Repair	0	261,970	261,970	
600	9,157	10,000	12,000	042-420-608100	Contract & Other Services	0	12,000	12,000	
0	5,656	2,000,000	511,000	042-420-608400	DEQ Loan Expenditures	0	1,350,000	1,350,000	
6,358	33,322	2,035,000	523,000		Materials & Services		1,623,970	1,623,970	0
19,644	80,000	32,700	20,000	042-420-620500	Equipment	0	20,000	20,000	
171,830	0	0	0	042-420-620520	Systems	0	0	0	
3,375	38,470	157,079	60,000	042-420-620550	I & I Improvement	0	150,000	150,000	
194,848	118,470	189,779	80,000		Capital Outlay		170,000	170,000	0
146,424	0	0	0	042-420-702100	Revenue Bond Repayment	0	0	0	0
43,598	0	0	0	042-420-702200	DEQ Loan Repayment	0	0	0	0
0	0	0	0	042-420-709000	Debt Service Reserve	0	0	0	0
190,022	0	0	0		Debt Services		0	0	0
711,197	331,739	2,224,779	853,227		FUND REVENUE		1,793,970	1,793,970	0
391,228	151,792	2,224,779	603,000		FUND EXPENDITURES		1,793,970	1,793,970	0
319,970	179,946	0	250,227		FUND TOTAL		0	0	0

2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted	2019-2020 Est Actual	Account Number	Description	2020-2021 FTE	2020-2021 Proposed	2020-2021 Approved	2020-2021 Adopted
CC STRATEGIC RESERVE									
Revenue									
45,239	45,983	47,730	47,990	020-000-400100	Beginning Fund Balance	0	41,990	41,990	
744	7	700	1,000	020-000-400400	Interest	0	900	900	
0	0	0	0	020-000-402700	Refunds & Misc	0	0	0	
0	750	10,000	0	020-000-405400	Loan Repayment	0	10,000	10,000	
45,983	46,740	58,430	48,990		Revenue Total		52,890	52,890	0
Expenditures									
					Special Purchases		37,890	37,890	
0	0	15,000	7,000	020-200-608100	Contract & Other Services	0	15,000	15,000	0
0	0	15,000	7,000		Materials & Services		52,890	52,890	0
0	0	43,430	0	020-200-628200	Public Improvements	0	0	0	
0	0	43,430	0		Capital Outlay		0	0	0
45,983	46,740	58,430	48,990		FUND REVENUE		52,890	52,890	0
0	0	58,430	7,000		FUND EXPENDITURES		52,890	52,890	0
45,983	46,740	0	41,990		FUND TOTAL		0	0	0

2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted	2019-2020 Est Actual	Account Number	Description	2020-2021 FTE	2020-2021 Proposed	2020-2021 Approved	2020-2021 Adopted
					DEBT SERVICE				
					Revenue				
36,489	26,044	24,962	29,935	025-000-400100	Beginning Fund Balance	0	29,309	29,309	
153,945	163,235	166,800	166,000	025-000-400200	Current Taxes	0	165,000	165,000	
4,838	5,971	5,150	4,600	025-000-400300	Delinquent Taxes	0	5,000	5,000	
821	2,164	500	724	025-000-400400	Interest	0	700	700	
196,094	197,413	197,412	201,259		Revenue Total		200,009	200,009	0
					Expenditures				
135,000	135,000	145,000	145,000	025-250-701000	2005 GO Principal	0	150,000	150,000	
35,050	31,000	26,950	26,950	025-250-711000	2005 GO Interest	0	22,600	22,600	
170,050	166,000	171,950	171,950		Debt Service		172,600	172,600	0
0	0	25,462	0	025-250-801000	Unappropriated Surplus	0	27,409	27,409	0
0	0	25,462	0		Unappropriated Surplus		27,409	27,409	0
196,094	197,413	197,412	201,259		FUND REVENUE		200,009	200,009	0
170,050	166,000	197,412	171,950		FUND EXPENDITURES		200,009	200,009	0
26,044	31,413	0	29,309		FUND TOTALS		0	0	0

2017-2018	2018-2019	2019-2020	2019-2020			2020-2021	2020-2021	2020-2021	
Actual	Actual	Adopted	Est Actual	Account Number	Description	FTE	Proposed	Approved	Adopted
FORFEITURE REVENUE FUND									
Revenue									
4,041	4,107	4,171	4,219	026-000-400100	Beginning Fund Balance	0	4,309	4,309	
66	1	60	90	026-000-400400	Interest	0	75	75	
0	0	0	0	026-000-402700	Refunds & Misc	0	0	0	
0	0	1,000	0	026-000-406260	Local Forfeiture Revenue	0	1,000	1,000	
<u>4,107</u>	<u>4,108</u>	<u>5,231</u>	<u>4,309</u>		Revenue Total		<u>5,384</u>	<u>5,384</u>	<u>0</u>
Expenditures									
0	0	5,231	0	026-260-606260	Local Forfeiture Revenue	0	5,384	5,384	0
0	0	5,231	0		Materials & Services		<u>5,384</u>	<u>5,384</u>	<u>0</u>
<u>4,107</u>	<u>4,108</u>	<u>5,231</u>	<u>4,309</u>		FUND REVENUE		<u>5,384</u>	<u>5,384</u>	<u>0</u>
0	0	5,231	0		FUND EXPENDITURES		<u>5,384</u>	<u>5,384</u>	<u>0</u>
<u>4,107</u>	<u>4,108</u>	<u>0</u>	<u>4,309</u>		FUND TOTAL		<u>0</u>	<u>0</u>	<u>0</u>

2017-2018	2018-2019	2019-2020	2019-2020			2020-2021	2020-2021	2020-2021	
Actual	Actual	Adopted	Est Actual	Account Number	Description	FTE	Proposed	Approved	Adopted
						REVOLVING LOAN FUND			
						Revenue			
57,520	58,465	58,664	60,313	030-000-400100	Beginning Fund Balance	0	61,613	61,613	
945	8	0	1,300	030-000-400400	Interest	0	1,200	1,200	
0	250	1,000	0	030-000-405400	Loan Repayment	0	0	0	
58,465	58,724	59,664	61,613		Revenue Total		62,813	62,813	0
						Expenditures			
0	0	59,664	0	030-300-608100	Contract Services	0	62,813	62,813	0
0	0	59,664	0		Materials & Services		62,813	62,813	0
58,465	58,724	59,664	61,613		FUND REVENUE		62,813	62,813	0
0	0	59,664	0		FUND EXPENDITURES		62,813	62,813	0
58,465	58,724	0	61,613		FUND TOTAL		0	0	0

2017-2018	2018-2019	2019-2020	2019-2020			2020-2021	2020-2021	2020-2021	
Actual	Actual	Adopted	Est Actual	Account Number	Description	FTE	Proposed	Approved	Approved
SOLID WASTE FUND									
Revenue									
177,267	180,325	187,163	189,185	031-000-400100	Beginning Fund Balance	0	197,768	197,768	
2,906	25	3,800	4,533	031-000-400400	Interest	0	4,200	4,200	
6,785	7,746	7,900	10,050	031-000-403950	User Fees	0	7,900	7,900	
186,957	188,096	198,863	203,768		Revenue Total		209,868	209,868	0
Expenditures									
6,633	3,814	198,863	6,000	031-310-608100	Contract & Other Services	0	209,868	209,868	0
6,633	3,814	198,863	6,000		Materials & Services		209,868	209,868	0
186,957	188,096	198,863	203,768		FUND REVENUE		209,868	209,868	0
6,633	3,814	198,863	6,000		FUND EXPENDITURES		209,868	209,868	0
180,325	184,282	0	197,768		FUND TOTAL		0	0	0

2017-2018	2018-2019	2019-2020	2019-2020			2020-2021	2020-2021	2020-2021	
Actual	Actual	Adopted	Est Actual	Account Number	Description	FTE	Proposed	Approved	Adopted
FOOTPATHS & BICYCLE TRAILS									
Revenue									
17,702	19,862	22,758	23,160	050-000-400100	Beginning Fund Balance	0	26,060	26,060	
306	36	300	500	050-000-400400	Interest	0	450	450	
1,854	2,755	2,600	2,400	050-000-402400	Oregon State Highway Tax	0	2,000	2,000	
0	0	0	0	050-000-402700	Refunds & Misc	0	0	0	
19,862	22,653	25,658	26,060		Revenue Total		28,510	28,510	0
Expenditures									
0	0	25,658	0	050-500-620520	Systems	0	28,510	28,510	0
0	0	25,658	0		Capital Outlay		28,510	28,510	0
19,862	22,653	25,658	26,060		FUND REVENUE		28,510	28,510	0
0	0	25,658	0		FUND EXPENDITURES		28,510	28,510	0
19,862	22,653	0	26,060		FUND TOTAL		0	0	0

2017-2018	2018-2019	2019-2020	2019-2020			2020-2021	2020-2021	2020-2021	
Actual	Actual	Adopted	Est Actual	Account Number	Description	FTE	Proposed	Approved	Adopted
SYSTEMS DEVELOPMENT FUND									
Revenue									
453,855	477,380	503,417	528,212	060-000-400100	Beginning Fund Balance	0	577,188	577,188	
7,589	67	4,000	12,726	060-000-400400	Interest	0	10,000	10,000	
0	0	0	0	060-000-402700	Refunds & Misc	0	0	0	
6,836	20,702	10,000	16,000	060-000-405000	Water SDCs	0	10,000	10,000	
6,798	10,266	4,000	10,400	060-000-405025	Wastewater SDCs	0	4,000	4,000	
1,132	3,353	2,200	4,850	060-000-405050	Storm Drainage SDCs	0	2,200	2,200	
1,170	3,466	2,200	5,000	060-000-405075	Transportation SDCs	0	2,200	2,200	
477,380	515,234	525,817	577,188	Revenue Total			605,588	605,588	0
Expenditures									
0	0	356,317	0	060-600-620600	Water Systems	0	425,588	425,588	
0	0	132,500	0	060-600-620610	Wastewater Systems	0	140,000	140,000	
0	0	18,500	0	060-600-620620	Storm Drain Systems	0	20,000	20,000	
0	0	18,500	0	060-600-620630	Transportation Systems	0	20,000	20,000	
0	0	525,817	0	Capital Outlay			605,588	605,588	0
477,380	515,234	525,817	577,188	FUND REVENUE			605,588	605,588	0
0	0	525,817	0	FUND EXPENDITURES			605,588	605,588	0
477,380	515,234	0	577,188	FUND TOTAL			0	0	0

2017-2018	2018-2019	2019-2020	2019-2020			2020-2021	2020-2021	2020-2021	
Actual	Actual	Adopted	Est Actual	Account Number	Description	FTE	Proposed	Approved	Adopted
GRANT FUND									
Revenue									
96,408	98,875	100,204	102,004	065-000-400100	Beginning Fund Balance	0	97,904	97,904	
2,840	13	1,000	2,000	065-000-400400	Interest	0	1,600	1,600	
250	4,200	0	0	065-000-402700	Refunds & Misc	0	0	0	
15,520	0	10,000	3,900	065-000-405250	Grants	0	10,000	10,000	
0	0	50,000	0	065-000-405270	Planning Grants	0	15,000	15,000	
150	900	900	0	065-000-405330	Explorer Program	0	500	0	
115,168	103,987	162,104	107,904		Revenue Total		125,004	124,504	0
Expenditures									
-484	4,157	10,000	10,000	065-650-605250	Grants	0	10,000	10,000	
0	0	1,000	0	065-650-605260	Main St Program	0	0	0	
0	0	50,000	0	065-650-605270	Planning Grants	0	15,000	75,000	
1,868	502	900	0	065-650-605330	Explorer Program	0	500	0	
1,384	4,659	61,900	10,000		Materials & Services		25,500	85,000	0
14,910	0	62,204	0	065-650-625250	Grants	0	99,504	1,504	
0	0	0	0	065-650-625340	ODOT Grants	0	0	0	
0	0	38,000	0	065-650-625350	Petroleum Trust	0	0	38,000	
0	0	0	0	065-650-625370	Drinking Water Source Protect	0	0	0	
14,910	0	100,204	0		Capital Outlay		99,504	39,504	0
115,168	103,987	162,104	107,904		FUND REVENUE		125,004	124,504	0
16,294	4,659	162,104	10,000		FUND EXPENDITURES		125,004	124,504	0
98,875	99,328	0	97,904		FUND TOTAL		0	0	0

2017-2018	2018-2019	2019-2020	2019-2020			2020-2021	2020-2021	2020-2021	
Actual	Actual	Adopted	Est Actual	Account Number	Description	FTE	Proposed	Approved	Adopted
STABILIZATION FUND									
Revenue									
903,421	911,623	945,810	950,640	075-000-400100	Beginning Fund Balance	0	469,260	469,260	
15,106	132	10,000	22,950	075-000-400400	Interest	0	20,000	20,000	
0	0	0	0	075-000-400500	Transfer from Sewer	0	0	0	
3,600	0	0	0	075-000-400600	Transfer from Water	0	0	0	
0	0	0	0	075-000-401000	Transfer from General Fund	0	0	0	
0	0	0	0	075-000-401170	Transfer from Public Works	0	0	0	
29,341	15,257	10,000	3,670	075-000-402700	Refunds & Misc	0	10,000	10,000	
0	0	0	0	075-000-405400	Loan Proceeds	0	0	0	
951,467	927,012	965,810	977,260		Revenue Total		499,260	499,260	0
0	0	2,000	2,000	075-750-608500	Employee Appreciation	0	3,000	3,000	
0	0	596,122	500,000	075-750-608600	Retirement Expenses	0	246,260	246,260	
5,345	0	135,000	6,000	075-750-608700	Insurance Expenses	0	50,000	50,000	
0	1,150	232,688	0	075-750-608800	Revenue Stabilization	0	200,000	200,000	
5,345	1,150	965,810	508,000		Materials & Services		499,260	499,260	0
32,000	0	0	0	075-750-630300	Transfer to General Fund	0	0	0	0
2,500	0	0	0	075-750-630700	Transfer to Sewer Fund	0	0	0	0
34,500	0	0	0		Transfers		0	0	0
951,467	927,012	965,810	977,260		FUND REVENUE		499,260	499,260	0
39,845	1,150	965,810	508,000		FUND EXPENDITURES		499,260	499,260	0
911,623	925,862	0	469,260		FUND TOTAL		0	0	0

2017-2018	2018-	2019-					2020-2021	2020-2021	2020-2021
Actual	Actual	Adopted	Est Actual	Account Number	Description	FTE	Proposed	Approved	Adopted
					Public Safety Building Remodel				
					Revenues				
				080-000-400100	Beginning Fund Balance		\$ -		
				080-000-400400	Interest				
				080-000-405400	Proceeds from Loan		\$ 5,000,000	\$ 5,000,000	
					Revenue Totals		\$ 5,000,000	\$ 5,000,000	\$ -
					Expenditures				
				080-850-620560	Construction Costs		\$ 3,500,000	\$ 3,500,000	
				080-850-620570	Contracts & Services		\$ 1,315,000	\$ 1,315,000	
				080-850-620500	Equipment		\$ 185,000	\$ 185,000	
					Capital Outlay		\$ 5,000,000	\$ 5,000,000	\$ -
					Fund Revenues		\$ 5,000,000	\$ 5,000,000	
					Fund Expenditures		\$ 5,000,000	\$ 5,000,000	
					Fund Totals		\$ -	\$ -	\$ -

2017-2018	2018-2019	2019-2020	2019-2020			2020-2021	2020-2021	2020-2021	
Actual	Actual	Adopted	Est Actual	Account Number	Description	FTE	Proposed	Approved	Adopted
WATER CONSTRUCTION FUND									
Revenue									
168,606	51,817	76,617	55,414	085-000-400100	Beginning Fund Balance	0	57,064	57,064	
3,190	3,597	4,800	2,650	085-000-400400	Interest	0	2,500	2,500	
0	0	0	0	085-000-402700	Refunds & Misc	0	0	0	
0	0	0	0	085-000-404000	Seal Rock Payment	0	0	0	
171,796	55,414	81,417	58,064		Revenue Total		59,564	59,564	0
119,980	0	81,417	1,000	085-850-620520	Systems	0	59,564	59,564	
119,980	0	81,417	1,000		Materials & Services		59,564	59,564	0
0	0	0	0	085-850-630600	Transfer to Water	0	0	0	0
0	0	0	0		Transfers		0	0	0
171,796	55,414	81,417	58,064		FUND REVENUE		59,564	59,564	0
119,980	0	81,417	1,000		FUND EXPENDITURES		59,564	59,564	0
51,817	55,414	0	57,064		FUND TOTAL		0	0	0

2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted	2019-2020 Est Actuals	Account Number	Description	FTE	2020-2021 Proposed	2020-2021 Approved	2020-2021 Adopted
					General Fund Expenditures Recreation				
0	0	0	0	001-600-500050	Full Time	0	0	0	0
20,102	0	0	0	001-600-500060	Half Time	0	0	0	0
42,220	0	0	0	001-600-500080	Pool Part Time	0	0	0	0
4,710	0	0	0	001-600-504700	Social Security	0	0	0	0
6,823	0	0	0	001-600-504800	Health Insurance	0	0	0	0
2,046	0	0	0	001-600-504900	Workers' Comp	0	0	0	0
1,182	0	0	0	001-600-505000	Retirement	0	0	0	0
77,083	0	0	0		Personnel Costs	0	0	0	0
274	0	0	0	001-600-600100	Office Supplies	0	0	0	0
8,282	0	0	0	001-600-600210	Electricity	0	0	0	0
350	0	0	0	001-600-600220	Communication Services	0	0	0	0
11,062	0	0	0	001-600-600240	Natural Gas	0	0	0	0
851	0	0	0	001-600-600300	Equipment Maint & Repair	0	0	0	0
2,562	0	0	0	001-600-600420	Systems Repair	0	0	0	0
375	0	0	0	001-600-600600	Travel & Training	0	0	0	0
637	0	0	0	001-600-600700	Membership & Subscription	0	0	0	0
-	0	0	0	001-600-607500	Special Purchases	0	0	0	0
4,181	0	0	0	001-600-608000	Supplies	0	0	0	0
1,487	0	0	0	001-600-608100	Contract & Other Services	0	0	0	0
30,061	0	0	0		Materials & Services	0	0	0	0
-	-	0	0	001-600-620500	Equipment	0	0	0	0
					Capital Outlay				
-	-	0	0	001-600-631960	Trans to Bldg & Property Res	0	0	0	0
					Transfers				
107,145	0	0	0		Recreation Total	0	0	0	0

**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

	Meeting Date:	Agenda Topic:
	June 17, 2020	Resolution No. 1447, Extending the state of emergency declaration to July 1, 2020
Council Goal:	Agenda Type:	
Maintain and enhance characteristics that assure Toledo is a good place to be.	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. 1447, a resolution of the Toledo City Council extending the state of emergency declaration to July 1, 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; City Manager Richter declared a state of emergency, which was adopted by resolution by the City Council.

The State of Oregon is currently under re-opening phases as outlined by the Governor. Lincoln County is operating under Phase I guidelines and the current state of emergency for the City of Toledo will expire on June 17, 2020. Emergency Program Director/City Manager Richter wishes to extend the state of emergency declaration to July 1, 2020.

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

Attachment:

1. Resolution No. 1447

**CITY OF TOLEDO
RESOLUTION NO. 1447**

A RESOLUTION OF THE TOLEDO CITY COUNCIL EXTENDING THE STATE OF EMERGENCY DECLARATION TO JULY 1, 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 expired on April 30, 2020, and has been extended to May 31, 2020 and June 17, 2020 by Council vote; and

WHEREAS, the Emergency Program Director will extend the state of emergency to July 1, 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 July 1, 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 17th day of June, 2020.

APPROVED:

Mayor Rod Cross

ATTEST:

City Recorder Lisa Figueroa

**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

	Meeting Date:	Agenda Topic:
	June 17, 2020	Surplus Fire vehicles and equipment for disposition
Council Goal:	Agenda Type:	
Be fiscally responsible and maximize available revenue.	Decision Items	
Prepared by:	Reviewed by:	Approved by:
Co-Fire Chief D. Ammons	City Manager Judy Richter	City Manager Judy Richter

Recommendation:

Motion to declare fleet vehicles surplus and dispose of them as allowed within the adopted City of Toledo Purchasing Manual.

Background:

Vehicles have "Resale Value" of approximately \$15,000 combined that can be used to offset Fire Equipment purchase identified within the adopted Operating Budget for 2020-2021.

The Toledo Fire Department had replace:

4151 with a 2006 American LaFrance Ladder Truck.

4141 with a 2005 Technical Rescue Truck.

4145 is a light duty truck being taken out of service due to being wrecked.

This set of bottles and system was being used in our rescue vehicle that is no longer in service. The bottles served their purpose with us, but now with new SCBA packs, we can no longer use them to fill out bottles. This system and bottles are out of date for us. We were contacted by Idanha RFPD and they were in need. The Toledo Fire Dep. Would like to donate them to Idanha RFPD.

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

Attachment:

1. Vehicle Detail Truck Old 4151- VIN 4PICA6EOMA000107
2. Vehicle Detail Truck Old 4141 - VIN 1GDJ6H1JXNJ519448
3. Vehicle Detail Truck wrecked 4145 - VIN 1FTDF18W1 VLA63872
4. Pictures of bottles



Old Vehicle (4141) replaced by vehicle below





Old Vehicle (4151) replaced by vehicle below



This vehicle was totaled and is not being replaced







City of Toledo
Department Report

Date: June 17, 2020

Presented By: Deborah Trusty

Department: Library

Since the Toledo Public Library closed on March 18, we have been very busy. Our major task categories were/are:

1. Preparing and implementing beefed up online services and delivery and curbside service
2. Assessing the library interior for increased and impactful interior marketing
3. Updating and examining our collection for incomplete or outdated materials
4. Preparing for and implementing our Summer Reading 2020

1. The library is a people intensive “business.” When the initial safety measures for Covid-19 began emerging, we spent hours digesting these documents and discussing what we would look like during this time as it was immediately clear that procedures would have to radically change. Our first thought was safety and our second thought was service. Libraries are notoriously misunderstood when it comes to the services we offer and the people who rely on us. Not only was there the matter of how to get books and other media into patron’s hands, but there was the issue of restricting access to the public computers on which so many of our town’s residents depend. As the crisis unfolded, we determined that offering pickup services would violate the directive to stay at home, so we closed our building except for our book return depository which we put on a 72 hour quarantine cycle. That 72 hour quarantine of returned materials still exists. We began phoning our patrons who do not have access to technology, all of whom are elderly or greatly impoverished to check on them and see if they had requests. With the blessing of the city manager, we began a home delivery service that involved us being masked and gloved and respecting the 6 foot distancing directive. These patrons were deeply grateful for that service. As time passed and we entered Phase One and people were able to move around a bit more, we planned and executed, again with the approval of our city manager, curbside service. This service is currently being utilized by many of our patrons. There is a process in place that involves receiving both online and telephone requests, pulling the items, tagging and bagging them, and setting an appointment for pickup. These alternative services take planning, materials, and man power.

From the beginning of the crisis, we began to increase our online offerings through our Facebook account and through our city webpage. These offerings included vetted information about the crisis and the attendant issues, increased programming for families especially for the students who were now being homeschooled by parents, and anti-stress, fun activities that families could do together. Our children’s librarian Denyse Marsh became an expert at online story time for our faithful preschool Story Hour children and their parents. We simply tried to reach out in any way that we could find. Additionally, we began to offer Ecards, which are a library card that provides access

to all our online services included Library2Go our ebook vendor, as well as Mango Languages, Gale Reference materials, Learning Express Library, Heritage Quest, and more.

2. Since we had more time to be inside without providing direct service, we took a good, hard look at the interior of the library. We began to study marketing and design for retail businesses so that we could make the inside of the library more user friendly. We found many materials that we already own with which we able to do some “merchandising.” Additionally, we will be increasing directional signage to make it easier for patrons to help themselves. We also intend to continue our special displays of particular subjects, authors, films, etc.

3. Finally, In order to (1) provide our community the most up to date information on variety of subjects, (2) provide the most current leisure reading materials, (3) offer the latest in other media such as books on CD and DVDs and (4) utilize our space to its best capacity, our library like all libraries must be regularly weeded (removing outdated materials). This, however, is a task that often gets pushed aside as we are a small staff with lots of various responsibilities. There is an adopted formula for weeding so that the process remains impersonal and fair. Weeding is especially necessary in areas of nonfiction such as medical and health items, science items, home repair and building codes. Someone consulting an outdated book could put themselves and others at risk with old practices and information. Given the time we had available to us during the Covid 19 crisis, we have done a good and thorough weeding. We have been and will continue to replace these materials with those containing the most up-to-date information so that our community can rely on the materials that use at their library. These discarded materials will be made available to our patrons when it becomes possible to share them without causing a health risk.

4. Toledo Public Library has planned an exciting summer reading program! COVID-19 has presented a challenge for summer programming, but the library staff has been hard at work devising innovative and creative new ideas to participate. Join us as we “Imagine Your Story!” All ages can participate in the library’s 2020 Summer Reading Program, “Imagine Your Story”, by participating in one of many choices we are offering this summer. You can choose from The Great Gran Plan book and Tic-Tac-Toe, The Singing Rock Book Club with four fun activities to complete as you read the book, Imagine Your Story Creative Writing opportunities, Twine story submissions, Pod Cast reviews, or read ten books! The Great Gran Plan will also be featured in a story trail along Main Street, and The Singing Rock graphic novel stories will be featured in the library windows for additional participation. Participation in any (or all!) of the above will earn you an awesome 2020 Imagine Your Story t-shirt!

The library applied for and was selected to receive a Covid-19 Response Grant to support summer reading changes. This funding is supported by the Institute of Museum and Library Services through the Library Services and Technology Act, administered by the State Library of Oregon. Funds were used to purchase 50 copies of The Great Gran Plan and 50 copies of The Singing Rock to be given away as part of our summer program. Funds also helped to purchase materials used to create activity packets to go along with the books. Additionally, the funds were used in creating the Main Street Story Trail.

The easiest way to register is by visiting our website at <https://www.cityoftoledo.org/library>. Here you will also find details about each of the Summer Reading Program options. Once you’ve filled out the online form for each member of the family and selected reading choice, you can begin your summer reading adventure! For those who cannot access our website, we will also be handing out

materials to families at the school meal delivery bus stops, and outside of JC Thriftway on select days, and at the Toledo Waterfront Market. If none of these options work, give the library a call and we'll get you signed up over the phone and mail you the materials you need!

For more information please call 541-336-3132 M-F 10:00 a.m. - 5:00 p.m. or email childrens@cityoftoledo.org



Toledo Police Department

250 West Highway 20 • Toledo, Oregon 97391

Phone: 541.336.5555

Fax: 541.336.2123

Department Stats May 2020

Citations

Careless Driving	3
Driving Uninsured	27
Driving W/O Privileges	2
DWS-Violation	43
Fail Carry Proof Insurance	1
Failure to Carry Veh Reg	2
Failure to Drive w/in Lane	5
Failure to Obey Traffic Control Device	2
Failure to use Ignition Interlock Device	4
Failure to Yield Emergency Vehicle	1
Illegal Alteration/Display Plate	2
Improper Display of Sticker	3
Violation of Basic Speed Rule	1
Violation of Posted Speed	17
Violation of Posted Truck Route	1
Wrong Way One Way	1
Total	114
Average MPH over	25

	<u>Citations</u>	<u>Warnings</u>	<u>Total</u>	<u>Average Warning</u>
Total	114	270	377	72%

Michael Pace • Chief of Police



Toledo Police Department

250 West Highway 20 • Toledo, Oregon 97391

Phone: 541.336.5555

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Person

Assault	6
Criminal Mistreatment	2
Harassment	7
Reckless Endangering	5
Sex Offense	1
Strangulation	1
Violation Restrain/No Contact Order	2
Total	24

Property

Arson	1
Burglary	1
Criminal Mischief	2
Theft	8
Total	12

Society

Disorderly Conduct	5
Drugs	6
DUII	4
DWS - Felony	1
DWS - Misdemeanor	2
Elude	3
Escape	1
Fail to Carry and Present License	5
Fail to Register Sex Offender	1
False Info to Police Officer	2
Felon Possession of Weapon	3
Fraud	2
Parole/Probation Detainer	1
Reckless Driving	5
Warrant	8
Total	49

Michael Pace • Chief of Police



Toledo Police Department

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Total Crimes	85
Total Cleared Crimes	70
Cleared by Arrest	82%

COVID 19

Crime Stat Comparison May 2019 v 2020

	<u>Apr-19</u>	<u>Apr-20</u>	<u>Decrease/Increase</u>	<u>Percentage of Change</u>
Person Crimes	9	24	15	166.67%
Property Crimes	33	12	-21	-63.64%
Society Crimes	26	49	23	88.46%
Total	68	85	17	25.00%

<u>Crime</u>	<u>Apr-19</u>	<u>Apr-20</u>	<u>Decrease/Increase</u>	<u>Percentage of Change</u>
Suicide Calls	0	0	0	0.00%
Check Welfare	23	28	5	21.74%
Mental Health Calls	3	5	2	66.67%
Theft	15	8	-7	-46.67%
Drugs	4	6	2	50.00%
DUII	5	4	-1	-20.00%
Speed (average over mph)	19	25	6	31.58%
Speeding Tickets	12	18	6	50.00%

Michael Pace • Chief of Police



Memorandum

To: Chief Pace

From: Tony Bour Code Enforcement Officer

CC: City Manager

Date: 6/5/20

Re: April 2020 Monthly Report

Code Enforcement Report

2018 open cases

2 Dilapidated Homes/ Junk

All works in progress

78 closed cases

2019 open cases

7 Dilapidated Homes

3 Junk

1 Vehicle related

5 Vegetation

2 Commercial Tenant

24 closed Cases

2020 open cases

2 Vegetation

2 Dilapidated Structures

1 Junk

0 Animal Related

2 Vehicle related

23 closed 16 Vehicle related