



CITY OF TOLEDO

EST. 1893

**ADOPTED BUDGET
FISCAL YEAR
2021-2022**



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**CITY OF TOLEDO, OREGON
FISCAL YEAR 2021-2022
BUDGET**

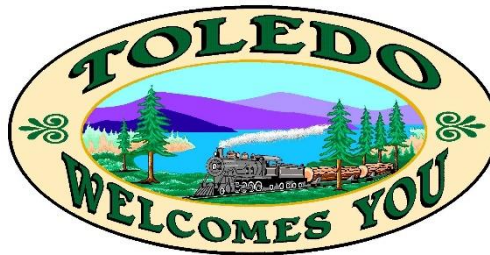
BUDGET COMMITTEE

CITIZEN MEMBERS

Randy Getman
Tracy Mix
Michele Johnson
Polly Chavarria
Barry Bruster
Nancy Bryant
Vacant

CITY COUNCIL

Mayor Rod Cross
Council President Joshua Smith
Jackie Kauffman
Heather Jukich
Betty Kamikawa
Todd Michels
Robert Duprau



CITY MANAGEMENT STAFF

CITY MANAGER

Judy Richter

CITY RECORDER

Lisa Figueroa

LIBRARY DIRECTOR

Deborah Trusty

CHIEF OF POLICE

Michael Pace

FIRE CHIEF

Larry Robeson

PUBLIC WORKS DIRECTOR

Bill Zuspan

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TOLEDO AT A GLANCE

CITY INFORMATION

Toledo is a city incorporated in 1905 and located on the Yaquina River and along U.S. Route 20 in Lincoln County, in the U.S. state of Oregon. Toledo is located on the Oregon Central Coast. It is the western terminus of a Portland and Western Railroad line, once part of the Oregon Pacific Railroad, which linked the city to Albany in the Willamette Valley. The city is also served by the port authority (the Port of Toledo).

POPULATION FACTS

Population*	3,520
Median Age (2017)*	41.2
High School Graduate or higher (2017)*	89%

COST OF LIVING FACTS

Median Household Income (2017)*	\$57,975
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Total Housing units (2017)*	2,377
Average Household Size*	2.60
Average Family Size*	3.05

CLIMATE

Elevation*	59'
Average Summer High Temperature*	60°
Average Annual Rainfall*	78 inches

LAND USE

Total Area (Square Miles)*	2.41
Commercial/Industrial*	35.4%
Residential*	48.4%
Public Land*	9.7%
Other designated lands*	6.5%

*Sources: Population Research Center, PSU ; U.S. Census American FactFinder; Department of Land Conservation and Development; www.city-data.com; and City of Toledo

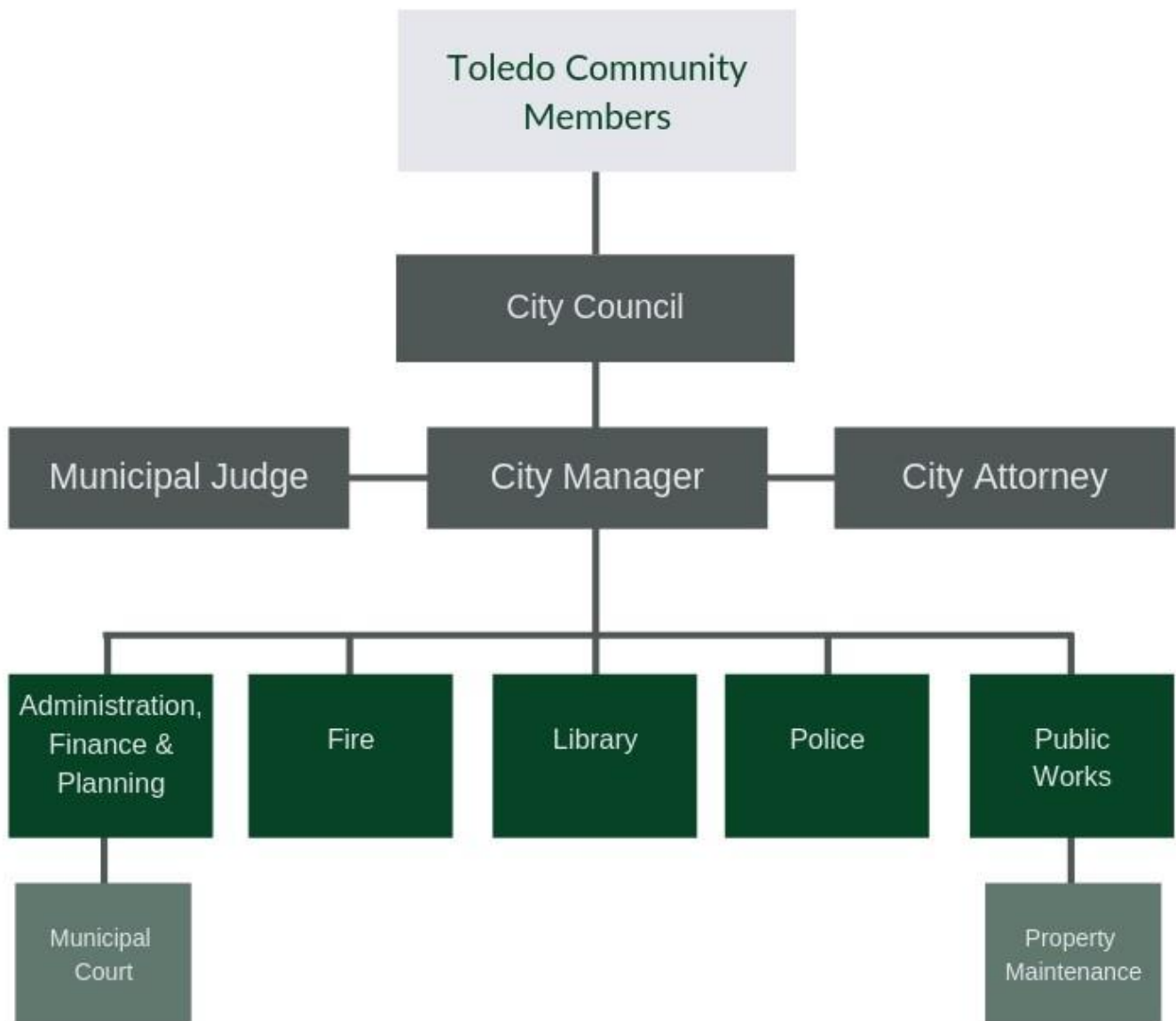
MISSION STATEMENT

The Mission of Toledo City Government is to provide efficient and necessary public services that protect and enhance the quality of life in Toledo, now and in the future, as determined by our citizens, the law and available economic resources.

May 10, 1993



TOLEDO AT A GLANCE



TOLEDO 2021-2022 BUDGET MESSAGE

April 27, 2021

Members of the Budget Committee:

In accordance with local Budget Law and Governmental Accounting Standards, I submit the Proposed Annual Operating Budget for the City of Toledo for the 2021-2022 fiscal year.

This budget is truly a team effort. It has been a challenging year with circumstances changing daily. As we did last year, we have estimated the revenues and expenditures very conservatively based on the best information available at the time.

Following is a brief overview of some of the document and format changes previously implemented:

- ❖ **Financial and Budgetary Policies and Guidelines** – This section outlines the policies by which the City’s decision-makers must abide when making financial decisions. Including this information assures the public that the City of Toledo has policies in place to ensure that we are using public monies in as prudent a manner as possible.
- ❖ **Comprehensive Budget Summary and Overview** – This section includes charts and tables describing the City’s revenue streams, expenditures, staffing levels and other important information – all collected in one section for the convenience of the reader.
- ❖ **Departments At A Glance** – The divider pages for the departments include accomplishments from the previous year as well as the goals for this next year.

Budget Summary

The total budget for this fiscal year is \$26,853,616. This is approximately a 3.7% increase over last year.

As required, the proposed budget as presented in this document is balanced, in that expected revenues and anticipated expenditures offset each other. All funds will require monitoring should projected revenues decline, or anticipated expenditures increase. Ongoing City operations in all departments are fully funded with anticipated revenues and reserves. Some significant changes to the 2021-2022 Proposed Budget are as follows:

Revenues

- ❖ The City’s property tax revenues have shown slight increases in the last few years and are estimated to produce a majority of the revenue for general fund resources and programs. The City’s permanent tax rate of \$5.18/1,000 of assessed value is used to determine this revenue stream. Property revenues are budgeted slightly lower to reflect concerns about collections in the fiscal year.
- ❖ Second to property tax revenue, franchise fees continue to provide a majority of revenue for General Fund programs and services. The Electricity Franchise revenues are expected to be level this year. Franchise fees are split 60/40% between the General Fund and Streets Fund respectively. Garbage Franchise fees are

budgeted conservatively because a large portion is from services provided to Georgia-Pacific. They could cancel the service at any time.

- ❖ Street Light Utility fee revenues are projected to remain the same as last year.
- ❖ State shared revenues are expected to show a slight decrease due to a decrease of the State shared Marijuana Tax Revenue because of a new law diverting funds to treatment options.
- ❖ The revenues received from the Lincoln County Library District are estimated to be stable after seeing a period of decline over the previous budget cycles.
- ❖ Revenue from the Toledo Rural Fire Protection District is projected conservatively because it is tied to property tax collections which could lag prior years.
- ❖ We are not expecting to participate in the State of Oregon Fire Conflagration Act in a significant way this year. We need to continue to train volunteers to be ready for such events and possibly will be ready to participate next season.
- ❖ Revenue from the sale of water to Seal Rock Water District is expected to decrease beginning in October, 2021 as they bring their treatment plant online. A new agreement was reached with Seal Rock Water in October, 2020 which recovered the lost revenue from the years the rate was calculated incorrectly (\$81,587.) as well as their portion of the Capital Improvement Projects for the last three years. We received \$44,854 in the prior fiscal year and expect to receive the remaining \$72,500 in July. We will continue as a backup water resource to Seal Rock Water and South Beach/Newport through their tie in.
- ❖ Water and Wastewater revenue is project to be close to last year based on a 3% expected rate increase.
- ❖ No transfers to/from the Stabilization fund are proposed in this year's budget.

Expenditures

- ❖ Staffing levels are proposed to increase by .2 FTE in the Property Maintenance Department to cover the extra disinfecting required by OSHA. Police is requesting to add 1 FTE, a community service officer to replace the contract code enforcement officer position. A half time dispatcher has been approved by the City council and is included in this budget. Administration increased by 1 FTE for a Human Resource/Communications specialist last year but the position has remained vacant. An increase in IT Services Manager has been proposed in the budget but no decisions have been made regarding staffing.
- ❖ Overall personnel expenditures are estimated to increase approximately 9% due to an increase in benefit coverage costs and anticipated wage increases required by collective bargaining agreements and or other cost of living wage adjustments.
- ❖ Materials and Services expenses are estimated to increase by approximately 2% due to increases in utility costs, fuel and other routine operating expenses.
- ❖ Most of the Capital Expenditure projects from last year's budget were completed with heavy emphasis on Inflow & Infiltration reduction in the Sewer System and general upkeep and maintenance of City buildings through paint inside and out. Capital Outlay is projected to increase approximately 1% based on the projects proposed.
- ❖ The abatement expense line is budgeted at \$40,000 to cover the cost of demolition and removal of a house.

- ❖ The fund to track the expenditures for the renovation of the new public safety building is maintained in the budget this year.

City Council Goals and Guiding Financial Policies

The proposed budget reflects the anticipated regular work plan for this next year and as such is aligned with the City Council's 2021-2022 Goals. The City Council Goals and priorities in part, determine how the City spends its available additional resources beyond the funds necessary for the provision of continued primary and routine City services. This proposed 2021 – 2022 operating budget is intended to be responsive to the ongoing needs and desires of the community as well as reflecting the priority issues of the City as it moves forward with improved services and projects.

I would like to especially thank all City staff that had a role in developing this budget, and in particular the City Department heads for their assistance with our ongoing efforts towards making the City of Toledo such a great place to live, work, and play.

Sincerely,

A handwritten signature in dark ink, reading "Judy M. Richter". The signature is written in a cursive, flowing style.

Judy M. Richter
City Manager

CITY COUNCIL GOALS – Fiscal Year 2021-2022

The mission of the Toledo City Government is to provide efficient and necessary public service that protect and enhance the quality of life in Toledo, now and in the future, as determined by our citizens, the law and available economic resources.

The following Goals and Objectives are adopted by the Toledo City Council to guide the Council's work through the 2021-2022 and 2022-2023 fiscal years, and to give direction to staff on the prioritized projects they will undertake in these two fiscal years.

In pursuing all these Goals, the Council and Staff will consider and pursue sustainable products, services, and programs, reflecting the three legs of sustainability: environmental, economic, and social.

GOALS

- Complete a strategic plan to help guide city investment of financial and staff resources
- Keep the community informed about council and city activities through outreach by diverse methods
- Encourage economic development by supporting business investment and working to secure grants for projects such as commercial rehabilitation
- Improve Emergency Preparedness
- Promote development of housing resources through programs such as rehabilitation loans, non-profit projects, and lower barriers for private development
- Maintain and improve public infrastructure and facilities
- Make progress toward financing and completing the Toledo Public Safety Building

Financial and Budgetary Guidelines

The Budget document is an important accounting document for the City of Toledo. It establishes guidelines the City uses to monitor expenditures and to track its revenues. It identifies work programs and goals to be achieved by each City department or division in the upcoming fiscal year.

GENERAL POLICIES

- Financial statements of the City are to be prepared in accordance with Generally Accepted Accounting Principles (GAAP).
- The budget is to be prepared in accordance with Oregon local budget law. The budget must be adopted, by resolution annually, no later than June 30. In accordance with state law, the budget shall be balanced, in that expected revenues and anticipated expenditures align with each other.
- An external audit shall be completed annually and submitted to the state no later than December 31 of the following fiscal year.
- The City's basis of accounting is modified accrual. The budget and audited financial statements shall be prepared in the modified accrual basis for all funds. This means that revenues are recorded when earned and expenses are recorded when incurred, regardless of the timing of related cash flows.

REVENUES

- 15% of State shared liquor and cigarette tax receipts as well as a portion of the marijuana tax will be made available to social service and civic organizations that provide direct services to Toledo citizens.
- All franchise fees received will be divided with 60% designated toward General Fund purposes and 40% allocated for Street purposes.
- One time revenues will be used for one time expenditures.

EXPENDITURES

- Budget control is maintained at the Department level. The City Manager has the authority to approve expenditures up to \$25,000. Expenditures exceeding \$25,000 must be approved by City Council.
- All fixed assets purchased and capital projects completed for and/or by the City of Toledo with a cost of \$10,000 or more and with a useful life of more than two years will be capitalized.
- Oregon Local Budget Law establishes procedures to revise the budget as events occur after budget adoption.

DEBT

- Long term debt shall not be issued to finance ongoing operations.
- Short term borrowing or lease purchase contracts should only be considered to finance major operating equipment when it is determined to be in the City's best financial interest.
- Any project funded through the issuance of debt must have a useful life equal or greater than the term of financing.

CAPITAL PLANNING

- A Capital Improvement Plan (CIP) shall be developed to allow for appropriate planning.
- The CIP shall be reviewed each year by City management staff and by the City Council, as a part of the goal setting and work plan process.
- Capital Improvement Projects should:
 - Support City Council goals and objectives
 - Prevent the deterioration of the City's existing infrastructure and protect its investments in parks, streets, building and utilities
 - Encourage and sustain economic development in Toledo
 - Respond to and anticipate future growth in the City
 - Increase the efficiency and productivity of City operations
- The impact of capital projects on the operating budget should always be an important consideration when evaluating projects to include in the CIP.
- On-going operating and maintenance costs will be a consideration when making a capital purchase.

THE BUDGET PROCESS

The budget process is governed by the City Charter, City Ordinances, and State of Oregon Budget Laws. The annual budget preparation process begins several months prior to adoption.

- In January, Department Directors prepare budget information regarding personnel changes, proposed capital improvement projects and purchases, for the upcoming fiscal year.
- This information is reviewed and discussed with the City Manager and City Finance Director. Following initial reviews, the information is used to create a requested budget.
- After departments submit their requested budgets, the City Manager and the Finance Director review the requested budgets with Department Directors to discuss the requests and determine whether any additional information is needed. In April and into May, the City Manager makes decisions on the submitted budgets, which are then incorporated into the proposed budget.
- The City Manager presents the proposed budget and budget message to the Budget Committee. The Budget Committee, in accordance with Oregon Budget Law is comprised of the City Council and an equal number of citizen members.

All Budget Committee meetings are open to the public and required to be advertised. Time is allowed at each meeting for public comment and input.

- After all input has been received, the Budget Committee approves the budget with any changes and forwards it to the City Council for adoption.

In June, the City Council holds another Public Hearing to allow for public comment. Following the Public Hearing, the City Council adopts the budget by resolution. The adopted budget takes effect on July 1; in accordance with Oregon Budget Law, a budget must be adopted prior to July 1.

BUDGET REVISION PROCEDURES

Budget Amendment

As allowed by Oregon Budget Law, contingencies cannot be used unless transferred to a specific appropriation by Council Resolution. Budget amendments within a fiscal year cannot exceed 15% of fund appropriations without approval of a supplemental budget.

Supplemental Budget

In accordance with Oregon Budget Law, a supplemental budget is required to appropriate increased resources within a fund (except for gifts, grants and donations), or if total amendments in a fund exceed 15% of the original adopted appropriations.

Personnel Allocation by Fund –Update for 2021-2022

2021-2022														
	Water		WWTP		Gas	Storm	General Fund							Total
	Treat	Dist	Treat	Coll			Propert y	Muni	IT	Police	Fire	Library	Admin	
PWD	0.15	0.15	0.15	0.15	0.30		0.10							1.00
Operations Supervisor	0.00	0.30	0.00	0.30	0.30		0.10							1.00
Muni/Grounds	0.00	0.50	0.00	0.50	1.00									2.00
Muni/Maintenance II	0.00	0.50	0.00	0.50	0.00									1.00
Maint worker IV Equip Op	0.00	0.35	0.00	0.35	0.30									1.00
PW Crewleader	0.00	0.30	0.00	0.30	0.30		0.10							1.00
Equipment Maint Mechanic	0.00	0.25	0.00	0.25	0.50									1.00
														0.00
														0.00
Utility Billing Clerk	0.20	0.30	0.20	0.30										1.00
Facility Ops Trainee	0.50		0.50											1.00
Facility Ops -WW	0.00		1.00											1.00
Senior Treatment Op - WW	0.00		1.00											1.00
Facility Ops - WTR	1.00		0.00											1.00
Senior Treatment Op - WT	1.00		0.00											1.00
														0.00
Muni/Grounds							1.00							1.00
Muni/Grounds Maint P/T					0.50		0.50							1.00
Custodial Technician							1.00							1.00
														0.00
City Manager	0.01	0.01	0.01	0.01	0.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.94	1.00
City Attorney	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Finance Director														0.00
Accounting Supervisor	0.04	0.04	0.04	0.04	0.04	0.00	0.00						0.80	1.00
City Planner	0.01	0.01	0.01	0.01	0.02								0.94	1.00
Information Systems Mgr	0.10	0.10	0.10	0.10	0.10				0.50				0.00	1.00
Accounting Clerk	0.04	0.04	0.04	0.04	0.04			0.30					0.50	1.00
Executive Assistant/City R	0.01	0.01	0.01	0.01	0.02								0.94	1.00
Planning Asst (0.80 FTE)	0.05	0.10	0.05	0.10	0.10								0.40	0.80
Human Resource Spec	0.05	0.05	0.05	0.05	0.05								0.75	1.00
Fire Chief											1.00			1.00
Asst Fire Chief											1.00			1.00
Line Staff											2.00			2.00
Wildland Firefighter											1.00			1.00
Fire Fighter											0.00			0.00
														0.00
Library Director												1.00		1.00
Library Assistant Director												1.00		1.00
Library Tech Services Op												1.00		1.00
Library Clerk												0.50		0.50
														0.00
Police Chief										1.00				1.00
Police Sergeant										1.00				1.00
Police Officer										5.00				5.00
Community Service Officer										1.00				1.00
Head Dispatcher										1.00				1.00
Dispatcher										5.50				5.50
Sub Totals														
	3.16	3.01	3.16	3.01	3.59	0.00	2.80	0.30	0.50	14.50	5.00	3.50	5.27	
	6.17		6.17											

Grand Total **47.80**

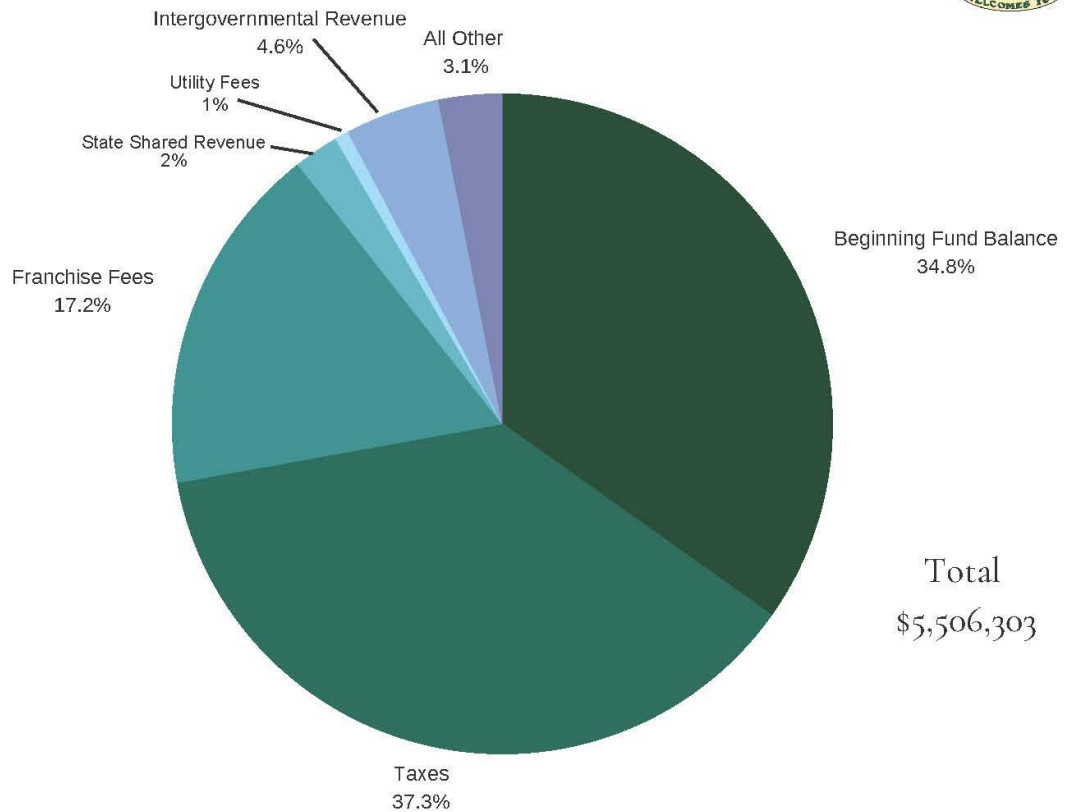
Full Time Equivalent Comparison

2021-2022 Position	FTE			
	FY2019-2020	FY2020-2021	FY2021-2022	Inc (Dec)
City Manager	1.00	1.00	1.00	0.00
City Recorder	0.00	0.00	0.00	0.00
Asst to City Recorder	0.00	0.00	0.00	0.00
Executive Asst / Recorder	1.00	1.00	1.00	0.00
Attorney	0.00	0.00	0.00	0.00
Accounting Supervisor	1.00	1.00	1.00	0.00
City Planner	1.00	1.00	1.00	0.00
Planning Technician	0.80	0.80	0.80	0.00
Accounting Clerk	1.00	1.00	1.00	0.00
Utility Clerk	1.00	1.00	1.00	0.00
Human Resources/Communications Spec	0.00	1.00	1.00	0.00
Police Chief	1.00	1.00	1.00	0.00
Police Sergeant	1.00	1.00	1.00	0.00
Police Officer	5.00	5.00	5.00	0.00
Head Dispatcher	1.00	1.00	1.00	0.00
Dispatcher	5.00	5.00	5.50	0.50
Community Service Officer	0.00	1.00	1.00	0.00
Fire Chief	1.00	1.00	1.00	0.00
Asst Fire Chief	0.00	1.00	1.00	0.00
Line Staff	3.00	2.00	2.00	0.00
Wildland Firefighter	1.00	1.00	1.00	0.00
Fire Fighter	0.00	0.00	0.00	0.00
Custodian	0.80	0.80	1.00	0.20
Grounds Maintenance	1.50	2.00	2.00	0.00
Library Director	1.00	1.00	1.00	0.00
Library Assistant Director	1.00	1.00	1.00	0.00
Library Tech Services Op	1.00	1.00	1.00	0.00
Library Clerk	0.50	0.50	0.50	0.00
Informations Systems Manager	0.63	0.63	1.00	0.37
Public Works Director	1.00	1.00	1.00	0.00
Superintendent / Ops Supervisor	1.00	1.00	1.00	0.00
Lead Worker	1.00	1.00	1.00	0.00
Equipment Mechanic	1.00	1.00	1.00	0.00
PW Maintenance Worker	4.00	4.00	4.00	0.00
Lead Plant Operator	2.00	2.00	2.00	0.00
Junior Plant Operator	2.00	2.00	2.00	0.00
Operator Trainee	1.00	1.00	1.00	0.00
Total	44.23	46.73	47.80	1.07

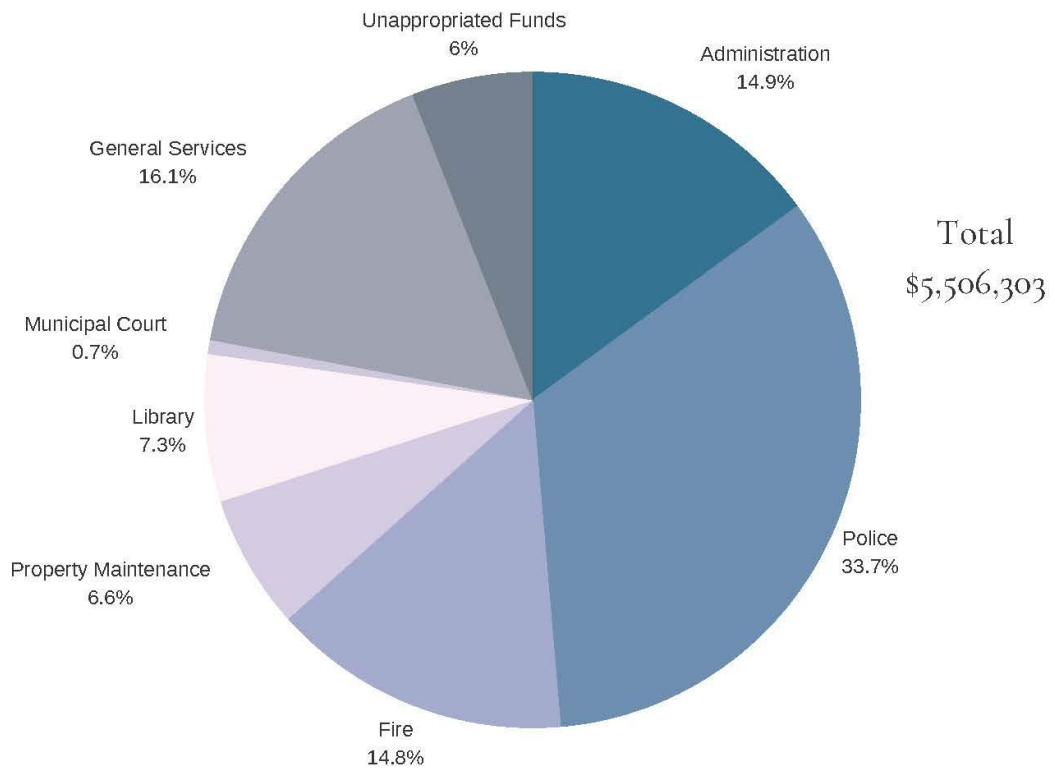
2021-2022 General Fund Revenue & Expenditures



REVENUES



EXPENDITURES



2018-2019	2019-2020	2020-2021	2020-2021	Account			2021-2022	2021-2022	2021-2022
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved	Adopted
General Fund									
001-000 Revenues									
1,788,397	1,920,815	1,768,846	1,958,723	400100	Beginning Fund Balance	0	1,917,803	1,917,803	1,917,803
1,958,849	2,080,070	1,900,000	2,059,638	400200	Current Taxes	0	2,000,000	2,000,000	2,000,000
62,042	57,170	49,000	57,000	400300	Delinquent Taxes	0	55,000	55,000	55,000
47,480	47,639	30,000	17,500	400400	Interest	0	20,000	20,000	20,000
8,760	0	0	0	400450	Transfer from Streets	0	0	0	0
8,760	0	0	0	400500	Transfer from Sewer	0	0	0	0
8,760	0	0	0	400600	Transfer from Water	0	0	0	0
0	0	0	0	401280	Transfer from Stabilization	0	0	0	0
38,079	22,150	21,000	20,950	401300	Natural Gas Franchise	0	21,000	21,000	21,000
4,036	2,905	2,750	2,727	401400	Telephone Franchise	0	2,500	2,500	2,500
3,032	4,865	3,500	4,063	401450	Telecommunications Franchise	0	3,500	3,500	3,500
23,711	23,864	22,000	23,282	401500	Television Franchise	0	22,000	22,000	22,000
31,606	114,558	50,000	89,079	401600	Garbage Franchise	0	50,000	50,000	50,000
733,685	837,449	850,000	860,930	401700	Electric Franchise	0	850,000	850,000	850,000
113,821	66,428	38,000	38,650	401750	Street Light Utility Fees	0	38,000	38,000	38,000
250	175	25	125	401900	Beverage License	0	100	100	100
18,577	17,988	18,000	18,000	402000	Business License	0	19,000	19,000	19,000
338	1,144	500	1,100	402100	Building Permits	0	500	500	500
58,142	56,065	60,000	70,000	402200	State Liquor Fees	0	60,000	60,000	60,000
4,006	3,887	4,000	3,600	402300	Cigarette Tax	0	3,200	3,200	3,200
12,522	15,204	12,000	12,000	402350	Marijuana Tax	0	5,600	5,600	5,600
48,861	52,296	43,000	59,412	402500	State Revenue Sharing	0	52,000	52,000	52,000
29,199	89,770	77,000	128,649	402600	Refunds & Misc	0	35,000	35,000	35,000
2,900	2,140	1,500	1,975	402710	Lien Searches	0	1,500	1,500	1,500
324	345	200	200	402735	Public Records Request	0	200	200	200
890	650	500	420	402740	Notary Fee	0	500	500	500
2,625	925	400	3,200	402750	Land Use Fees	0	400	400	400
172,690	182,730	180,000	188,985	402800	Toledo Rural Fire Protect	0	180,000	180,000	180,000
51,327	23,309	10,000	6,741	402825	Fire Protection Services	0	5,000	5,000	5,000
63,565	95,913	65,000	82,000	403000	Municipal Court Fines	0	65,000	65,000	65,000
3,700	5,600	3,000	4,600	403050	Towing Fees	0	3,000	3,000	3,000
1,605	1,198	1,500	150	403100	Library Receipts	0	500	500	500
86,302	74,098	70,000	79,187	403140	Library Service District	0	70,000	70,000	70,000
10,183	4,328	10,000	12,000	405250	Grants	0	380,000	10,000	10,000
12,020	17,545	12,000	16,600	405380	Rents and Leases	0	15,000	15,000	15,000
5,411,043	5,823,220	5,303,721	5,821,486			0	5,876,303	5,506,303	5,506,303

ADMINISTRATION – CITY HALL DEPARTMENT

The Administration Department budget section reflects the costs associated with the day-to-day business operations of the City. The Administration Department includes the City Manager's office, the City Recorder, the Finance Director and Planning Services. The Administration Department strives to provide excellent customer service to the public as well as other City Departments.

Accomplishments 2020-2021

- Brought Financial Audits up to date with on time filing
- Created new Accounting Supervisor position and trained personnel
- Recruited and trained new utility billing clerk
- Completion of Pay Equity Study
- Promoted Bill Zuspan to Public Works Director
- Fostered team building within the City
- Responded to all of the challenges of the Coronavirus Pandemic
- Completion of Water and Sewer Rate Study
- Decision to fill HR/Communications position/needs by hiring contractors rather than employees
- Participated in Toledo Arts revitalization initiative
- Implemented monthly newsletter to facilitate communication with residents
- Increased online presence through website and social media

Goals 2021-2022

- Focus on Personnel with updated Job Descriptions for all staff and updated Personnel Policy
- Upgrade the Accounting and Utility Billing Software to current versions of Springbrook
- Continued focus on emergency preparedness for the City
- New Collective Bargaining Agreement with Toledo Employee Association
- Continued participation in Toledo Arts revitalization initiative
- Urban Renewal Feasibility Study

2018-2019 Actuals	2019-2020 Actuals	2020-2021 Adopted	2020-2021 Est Actuals	Account Number	Description	2021-2022 FTE	2021-2022 Proposed	2021-2022 Approved	2021-2022 Adopted
GENERAL FUND									
Expenditures									
001-100 Administration									
96,218	138,176	101,160	97,670	500010	City Manager	0.94	104,957	104,957	104,957
23,620	42,048	0	0	500018	Finance Director	0	0	0	0
0	7,575	44,292	44,015	500020	Accounting Supervisor	0.80	47,968	47,968	47,968
0	0	4,308	0	500022	Human Resources Specialist	0.75	44,146	44,146	44,146
52,896	59,355	60,750	63,865	500028	City Recorder	0.94	67,402	67,402	67,402
21,849	23,279	23,274	22,390	500053	Accounting Clerk 3	0.50	23,973	23,973	23,973
0	0	87,856	0	500082	City Planner	0.94	90,489	0	0
18,350	20,351	24,283	19,500	500084	Assistant Planner	0.40	21,684	21,684	21,684
3,963	4,944	2,500	500	501500	Overtime	0	2,500	2,500	2,500
16,603	22,649	31,000	18,975	504700	Social Security	0	27,041	20,424	20,424
53,500	62,105	97,900	57,500	504800	Health Insurance	0	110,669	79,217	79,217
5,928	876	1,000	860	504900	Workers' Comp	0	2,000	2,000	2,000
24,539	30,340	40,000	32,720	505000	Retirement	0	57,813	44,916	44,916
3,671	2,304	3,600	3,600	505100	Auto Allowance	0	3,600	3,600	3,600
321,137	414,002	521,923	361,595		Personnel Services	5.27	604,242	462,787	462,787
6,013	4,729	5,000	4,140	600100	Office Supplies	0	5,000	5,000	5,000
6,586	6,734	7,000	5,500	600210	Electricity	0	7,000	7,000	7,000
2,971	2,579	2,500	2,150	600220	Communication Services	0	2,575	2,575	2,575
0	157	1,500	5,000	600230	Advertising & Notices	0	5,000	5,000	5,000
575	599	650	420	600240	Natural Gas	0	650	650	650
0	124	750	950	600300	Equipment Maint & Repair	0	1,000	1,000	1,000
5,553	6,255	9,000	3,300	600600	Travel & Training	0	9,000	9,000	9,000
2,954	2,072	3,000	2,725	600700	Membership & Subscription	0	3,000	3,000	3,000
2,167	6,993	11,000	5,000	607500	Special Purchases	0	5,000	5,000	5,000
890	933	3,000	1,000	608000	Supplies	0	3,000	3,000	3,000
159,590	182,554	140,000	137,000	608100	Contract & Other Services	0	150,000	150,000	150,000
187,299	213,730	183,400	167,185		Materials & Services	0	191,225	191,225	191,225
0	0	0	0	620500	Equipment	0	12,000	12,000	12,000
0	0	0	0		Capital Outlay	0	12,000	12000	12000
508,436	627,732	705,323	528,780		ADMINISTRATION TOTAL	5.27	807,467	666,012	666,012

Capital Expenditure Detail

Department: Administration/Streets/Water/Sewer

Purchase item: Springbrook Accounting Software Upgrade

Cost of item: \$12,000

Budget line item: 001-100-608100 - \$3000
011-110-608100 - \$3000
012-120-608100 - \$1500
012-125-608100 - \$1500
013-130-608100 - \$1500
013-135-608100 - \$1500

Replacement: Upgrade to current software program

Ongoing Impact: Annual maintenance fees for support will be ongoing

Explanation of need for purchase:

It has been several years since the City has upgraded the accounting software, Springbrook. New features have been added that staff cannot access. At some point, Springbrook will no longer support the outdated version. For these reasons, it is necessary that we upgrade.

At one point, changing vendors was considered, however that has been ruled out especially as that would cost a much larger sum of money.

Capital Expenditure Detail

Department:	Administration – Information Technology (IT)
Purchase item:	New Server and Operating System
Cost of item:	\$12,000
Budget line item:	001-100-620500
Replacement:	Replaces two older servers and will host multiple Virtual machines
Ongoing Impact:	The purchase will ensure City operations and services are efficiently provided to the community and constituents

Explanation of need for purchase:

The City has two virtual machine hosts (physical servers) that are reaching the end of their life cycle. The new sever will allow the City to consolidate the two servers and allow for continued growth at the same time. Microsoft's extended support places the end of life for Server 2019 at 2029.

POLICE DEPARTMENT

The Toledo police department is responsible for developing and managing the overall law enforcement, crime prevention, and code enforcement programs for the City of Toledo. The department also provides dispatch services to the Police Department, Fire Department and Rural Fire Protection District.

Accomplishments 2020-2021

Public safety

Survived 2020. Contracted with National Testing Network for initial testing for Police Officers to reduce coronavirus (COVID-19) pandemic exposure, increase candidate pool and better quality of candidates. Sent two management staff to Lincoln Leadership. Dispatch successfully completed DISC assessment

Property Accomplishments: Dispatch Workstations to be installed later in the fiscal year.

Financial Security

Oregon Impact Grants (Pedestrian/Vehicle Safety): over \$12,000.

Quality of Life

Established a Donation Center for victims of the Echo Mountain Fire; Code Enforcement corrected 64 code enforcement violations, and 209.11 grams of illegal drugs seized.

Goals 2021-2022

Public Safety

Complete Re-accreditation, purchase new patrol car, and continue to work towards new police department.

Continue city wide camera program, explore options for text 911, start campaign for K9 Officer, purchase an additional taser, and hire a part-time dispatcher a Police Officer, and Code Enforcement Officer.

Financial Security

Explore grants and financial opportunities for K9 program, traffic/education/enforcement, and set money aside for future CAD/RMS system.

Quality of Life

Increase wellness for the department and public by: explore healthy eating service options, send an employee to become a Nutrition and Fitness Trainer, concrete southeast corner of property to create a pedestrian walkway and communal seating, and provide Mental Health and CPR/AED/First training to the public. Purchase new lockers for officers and dispatch and explore new design ideas for kitchen/breakroom.

City Services

Plan and conduct Table Top Exercises (TTX) on emergency management drills.

Community Services Officer

Currently we have a contract with TCB Security to provide us a code enforcement officer three days a week. This contract was extended and as of the beginning of April 2020, Tony Bour (Code Enforcement Officer) has been extended to three days a week. Historically, we have always have had a Code Enforcement Officer. Recently, this position was filled with contracts with different companies and volunteer. Hiring a Community Services Officer (CSO) would replace our current contract with TCB Security. This would also enable us to contract with other cities who do not currently have a Code Enforcement Officer to offset costs and bring in additional revenue.

Police Officer

Currently our patrol units work a three days on and three days off, 12 hour patrol shifts. This puts one patrol officer on per shift. Having an additional patrol officer on working a third shift would provide at least two patrol officers on during a 10 hour period four days a week. With the Sergeant, Detective, and Chief hours included this will provide at least a two officer coverage for most of the day. With our current schedule, when an officer takes time off, overtime is used to cover the shift. With a third shift, the officer would be reassigned to cover the shift limiting overtime hours. With our current shift, when a late call comes in the officer will stay late to work the case. With a third shift officer, when the third shift officer comes on duty they become the primary officer allowing the day shift officer to complete reports that they acquired during the day. With our current schedule, there is more likelihood of officer burnout which can lead to mistakes made out in the field, sick time used, and mental health and family issues. This is a huge liability. Adding an additional officer is the first step in establishing a K9 program.



2018-2019 Actuals	2019-2020 Actuals	2020-2021 Adopted	2020-2021 Est. Actuals	Account Number	Description	FTE	2021-2022 Proposed	2021-2022 Approved	2021-2022 Adopted
GENERAL FUND									
Expenditures									
001-400 Police									
102,422	84,089	87,404	88,328	500012	Police Chief	1	91,641	91,641	91,641
82,017	0	0	0	500020	Police Detective	0	0	0	0
78,690	74,361	78,295	76,682	500022	Police Sergeant	1	80,527	80,527	80,527
209,963	249,157	285,504	253,768	500036	Police Officer	5	304,775	304,775	304,775
63,355	61,952	63,982	65,139	500040	Head Dispatcher	1	65,784	65,784	65,784
0	0	0	0	500058	CSO	1	45,386	45,386	45,386
234,038	230,132	244,044	243,082	500056	Dispatcher	5.5	276,245	276,245	276,245
102,837	102,495	100,000	110,367	501500	Overtime	0	103,000	103,000	103,000
5,254	7,016	10,000	10,000	501600	Grant Overtime	0	12,000	12,000	12,000
65,396	61,997	56,452	65,926	504700	Social Security	0	63,207	63,207	63,207
199,513	227,034	274,028	228,477	504800	Health Insurance	0	316,254	284,629	284,629
16,178	26,707	29,124	21,443	504850	Personal Holiday	0	34,564	34,564	34,564
14,377	12,341	19,703	18,000	504900	Workers' Comp	0	24,515	24,515	24,515
111,404	123,826	122,315	140,916	505000	Retirement	0	162,347	162,347	162,347
1,285,445	1,261,109	1,370,851	1,322,129		Personnel Services	14.5	1,580,245	1,548,620	1,548,620
6,346	5,538	5,000	4,000	600100	Office Supplies	0	5,000	5,000	5,000
10,369	11,976	12,000	9,081	600210	Electricity	0	12,000	12,000	12,000
45,056	58,025	48,000	47,830	600220	Communication Services	0	50,000	50,000	50,000
534	633	700	243	600240	Natural Gas	0	600	600	600
1,788	3,821	4,000	3,487	600300	Equipment Maint & Repair	0	4,000	4,000	4,000
6,300	8,826	13,000	14,000	600350	Vehicle Maint & Repair	0	10,000	10,000	10,000
11,124	9,996	11,600	9,000	600600	Travel & Training	0	12,000	12,000	12,000
2,039	2,344	2,750	2,992	600700	Membership & Subscriptions	0	2,750	2,750	2,750
16,692	19,703	17,000	13,592	601500	Gas, Oil & Tires	0	17,000	17,000	17,000
578	473	800	800	606500	Youth Program Support	0	800	800	800
22,186	26,000	39,984	37,459	607000	Abatement Program	0	0	0	0
12,364	12,139	12,000	12,000	607500	Special Purchases	0	20,000	20,000	20,000
12,090	13,894	13,000	13,000	608000	Supplies	0	13,000	13,000	13,000
12,403	32,517	18,500	20,000	608100	Contract & Other Services	0	25,000	25,000	25,000
159,872	205,886	198,334	187,483		Materials & Services	0	172,150	172,150	172,150
0	14,528	0	0	620520	Systems	0	0	0	0
0	14,528	0	0		Capital Outlay		0	0	0
20,000	20,000	48,500	48,500	631600	Transfer to General Reserve	0	48,500	48,500	48,500
20,000	20,000	20,000	20,000	631960	Trans to Bldg & Property Res	0	20,000	20,000	20,000
40,000	40,000	68,500	68,500		Transfers		68,500	68,500	68,500
1,485,317	1,521,523	1,637,685	1,578,112		POLICE TOTAL	14.5	1,820,895	1,789,270	1,789,270

2018-2019 Actuals	2019-2020 Actuals	2020-2021 Adopted	2020-2021 Est. Actuals	Account Number	Description	2021-2022 FTE	2021-2022 Proposed	2021-2022 Approved	2021-2022 Adopted
911 SYSTEM									
Revenue									
				034-000					
80,809	68,600	55,100	61,080	400100	Beginning Fund Balance	0	54,485	54,485	54,485
2,086	1,577	1,400	552	400400	Interest	0	500	500	500
13,610	17,629	15,000	24,395	402550	911 Excise Tax	0	20,000	20,000	20,000
0	0	5,000	0	402700	Refunds & Misc	0	0	0	0
96,504	87,806	76,500	86,027		Revenue Total		74,985	74,985	74,985
Expenditures									
				034-340					
26,342	11,983	20,000	10,000	608100	Contract & Other Services	0	20,000	20,000	20,000
26,342	11,983	20,000	10,000		Materials & Services		20,000	20,000	20,000
1,563	14,703	56,500	25,000	620500	Equipment	0	54,985	54,985	54,985
1,563	14,703	56,500	25,000		Capital Outlay		54,985	54,985	54,985
96,504	87,806	76,500	86,027		FUND REVENUE		74,985	74,985	74,985
27,905	26,685	76,500	35,000		FUND EXPENDITURES		74,985	74,985	74,985
68,600	61,121	0	51,027		FUND TOTAL		0	0	0

Capital Expenditure Detail

Department:	Toledo Police Department
Purchase item:	New Patrol Car
Cost of item:	2021 Dodge Durango - \$59,000 (estimated cost)
Budget line item:	Vehicle Replacement Plan (036-360-62800)
Replacement:	E245525 2009 Dodge Charger
Ongoing Impact(s):	Planned vehicle replacement for next vehicle is fiscal year 2023-2024

Explanation of need for purchase:

The purchase of the 2021 Dodge Durango is part of the vehicle replacement plan. In accordance to the plan, \$125,000 has been set aside for the replacement of vehicles for the Police Department's (TPD) fleet. The TPD vehicle replacement plan was created to ensure continuous public safety coverage for the community. Money is set aside every year in an attempt to be fiscally responsible by replacing aging vehicles before they become a financial liability through continuous maintenance costs. The purchase of the 2021 Dodge Durango will greatly reduce the amount of vehicle maintenance costs that have incurred this year.

Capital Expenditure Detail

Department:	Building & Property Reserve - Police
Purchase item:	Repair/Maintenance to the Exterior of the new Public Safety Building
Cost of item:	\$100,000
Budget line item:	035-350-621400
Replacement:	
Ongoing Impact:	Ongoing general maintenance and upkeep.

Explanation of need for purchase:

The maintenance on the exterior of the new Public Safety Building has been minimal since purchase and probably prior to that by the previous owners. At this time the extent of the repairs needed have been identified. We have been trying to find 3 contractors to give us estimates on the needed repairs/replacement. We have also applied for a grant to pay for replacement of the flammable cedar shakes on the roof and siding.

Costs for the elevator permit are ongoing.

It seems prudent to allocate resources to be ready to complete this work as necessary

FIRE DEPARTMENT

Toledo Fire Department continues to provide skilled professional Fire and Emergency Medical Services to the citizens and visitors of Toledo, our rural district, and the county through mutual aid response. Being primarily a volunteer department, (four paid positions) of about 40 volunteers, we must train 4,000 hours per year to be proficient in the many aspects of the fire Life Safety. This will bring greater positive impacts to the budget in the future.

Accomplishments 2020-2021

- Met every request for service
- Reduced exhaust emissions by selling two of three older vehicles, which were both replaced with newer, lower emission vehicles
- Implemented a health and wellness program, still floundering but it exists
- Very successfully increased inspection an access with KNOX box program

Goals 2021-2022

- Switched to an electronic based burn permit program
- Continue community based outreach programs:
 - Smoke alarm program
 - Public education events for Wildland Urban Interface
 - Work with Lincoln County School District to increase cadet program
- Enhance/update the department's emergency operations plan and capabilities
 - Update COOP plan
 - Portable communications
 - Organize logistical response

Capital Expenditures 2021-2022

- Purchase new vehicle

2018-2019 Actuals	2019-2020 Actuals	2020-2021 Adopted	2020-2021 Est. Actuals	Account Number	Description	FTE	2021-2022 Proposed	2021-2022 Approved	2021-2022 Adopted
GENERAL FUND									
Expenditures									
001-500 Fire									
0	87,400	75,000	63,289	500014	Fire Chief	1	86,013	86,013	86,013
0	65,363	63,826	60,103	500032	Asst Fire Chief	1	62,616	62,616	62,616
163,033	65,705	107,606	97,373	500034	Line Staff	2	104,306	104,306	104,306
9,396	1,036	5,000	2,404	500088	Wildland Firefighter	0	15,000	15,000	15,000
9,916	4,328	8,000	10,962	501400	Call Time	0	8,000	8,000	8,000
39,529	14,672	30,000	32,214	501500	Overtime	0	30,000	30,000	30,000
56,724	0	2,500	116	501501	Overtime Wildland Firefighters	1	2,500	2,500	2,500
20,858	18,218	24,000	21,486	504700	Social Security	0	22,000	22,000	22,000
47,816	55,134	104,006	65,000	504800	Health Insurance	0	72,288	65,688	65,688
4,402	3,661	4,500	4,536	504850	Personal Holiday	0	4,500	4,500	4,500
18,276	18,706	20,000	22,293	504900	Workers' Comp	0	26,000	26,000	26,000
41,940	37,553	51,700	39,516	505000	Retirement	0	53,238	53,238	53,238
411,889	371,776	496,138	419,292		Personnel Services	5	486,461	479,861	479,861
1,055	2,623	1,800	2,190	600100	Office Supplies	0	1,800	1,800	1,800
6,924	7,181	8,000	6,800	600210	Electricity	0	8,240	8,240	8,240
6,782	2,215	2,825	1,550	600220	Communication Services	0	2,825	2,825	2,825
3,263	3,619	4,120	4,120	600240	Natural Gas	0	4,244	4,244	4,244
9,558	6,808	10,000	11,240	600300	Equipment Maint & Repair	0	10,000	10,000	10,000
9,523	14,872	26,700	25,559	600350	Vehicle Maint & Repair	0	16,700	16,700	16,700
9,255	18,471	13,500	13,500	600600	Travel & Training	0	14,000	14,000	14,000
206	1,080	1,200	450	600700	Membership & Subscription	0	1,200	1,200	1,200
12,764	12,178	16,000	9,250	601500	Gas, Oil & Tires	0	16,000	16,000	16,000
30,632	7,513	15,500	8,990	607500	Special Purchases	0	9,500	9,500	9,500
22,735	27,125	32,000	31,500	608000	Supplies	0	32,000	32,000	32,000
22,891	18,239	16,000	11,600	608100	Contract & Other Services	0	16,000	16,000	16,000
42,000	42,000	45,000	45,000	608150	Volunteer Program	0	48,000	48,000	48,000
177,589	163,924	192,645	171,749		Materials & Services	0	180,509	180,509	180,509
0	11,541	0	0	620500	Equipment	0	0	0	0
0	11,541	0	0		Capital Outlay		0	0	0
95,000	95,000	95,000	95,000	631600	Transfer to General Reserve	0	115,000	115,000	115,000
0	15,000	15,000	15,000	631960	Trans to Bldg & Property Res	0	15,000	15,000	15,000
95,000	110,000	110,000	110,000		Transfers		130,000	130,000	130,000
684,478	657,241	798,783	701,041		FIRE TOTAL	5	796,970	790,370	790,370

Capital Expenditure Detail

Department: Fire

Purchase item: Training Prop Materials

Cost of item: \$12,000

Budget line item: 035-350-621500

Replacement:

Ongoing Impact:

Explanation of need for purchase:

The department would purchase materials to build a Confined Space Rescue training prop on the property at the Fire Dept. This project will be built with in-kind work from public works and volunteers.

The prop would consist of an in ground structure much like a manhole or utility vault, approximately 14' vertical shaft with a 6' foot vault below and an 8 – 10' horizontal exit/entrance. For safety purposes, the top entrance will have a steel manhole lid and the bottom horizontal exit/entrance will have a locking grate.

The department did due diligence seeking out venders and possible discounts or “seconds” on materials. Oldcastle Infrastructure out of Wilsonville is the only company reasonably close to Toledo that makes precast concrete pipe, manholes, vaults etc. They do not provide discounts for small agencies, nor do they have any second quality material at a reduced rate.

The City's infrastructure has many locations that require workers to enter, which are by definition; “confined spaces”. Most of these are permitted entry spaces which require an emergency plan in case something goes wrong and a rescue is needed. These spaces are inherently dangerous and require specialized equipment and training to make a safe entry and effect a rescue. Most agencies use “911” or the “Fire Dept.” as their emergency plan. Many emergency response departments do not have the proper training to safely make these type of rescues.

Toledo Fire Department is developing a training program for Confined Space rescue so it is prepared for the time when a rescue is needed. Many of our members are Rope Rescue technicians, which is a prerequisite for Confined Space rescue.

This training prop would not only serve as Confined Space Rescue training for the Fire Dept., but would also serve as a safe and clean environment for Public Works to train at the self-rescue level with the equipment they currently have.

Capital Expenditure Detail

Department:	General Reserve-Fire Department
Purchase item:	Command Vehicle
Cost of item:	\$40,000 for the vehicle and \$15,000 for outfitting
Budget line item:	036-360-621800
Replacement:	Replacing current command vehicle, 4142
Ongoing Impact:	This purchase rotates out the older and less capable vehicle out of service

Explanation of need for purchase:

The Departments wants to replace the current command vehicle, a 2012, Ford Expedition, while it still has some life left in it. As of April 1, command vehicle 4142 has 64,426 miles on it. The intent is to move it down to replace vehicle 4144, a Chevy car that is very tired and used as a troop transport and going to out of town trainings/events. We believe the historic face to face trainings to return.

The command board in the current Expedition came from the previous 2004 Expedition. This was an early design made of heavy steel and as you can guess very heavy. The newer designs are lighter and more user friendly.



Vehicle 4142

Vehicle 4144



Capital Expenditure Detail

Department: Building & Property Reserve – Fire Department

Purchase item: Storage Addition

Budgeted Funds: \$40,000

Budget line item: 035-350-621500

Replacement:

Ongoing Impact: General long-term maintenance and upkeep will continue to be necessary as assets age

Explanation of need for purchase:

Creation of storage space attached to the existing training/community meeting room. The room is often used for functions not related to fire training and there is no place to store the tables and chairs when not in use. Additionally, there are times when meeting and training needs require different configurations of set-up and as such there is a lack of room configuration flexibility due to the lack of storage needs that have exceeded the current storage room.

It is planned the project will be built on the east wall where there is currently a planter and when completed, should provide approximately 130 square feet of storage area.

2018-2019 Actuals	2019-2020 Actuals	2020-2021 Adopted	2020-2021 Est. Actuals	Account Number	Description	FTE	2021-2022 Proposed	2021-2022 Approved	2021-2022 Adopted
GENERAL FUND									
Expenditures									
001-650 Property Maintenance									
0	1,425	7,765	6,055	500016	Public Works Director	0.10	8,782	8,782	8,782
0	5,797	6,374	4,756	500026	Public Works Op Supervisor	0.10	6,150	6,150	6,150
0	6,222	6,493	6,398	500030	Lead/Senior Facility Operator	0.10	7,110	7,110	7,110
31,467	30,258	42,623	42,077	500057	Muni/Grounds Maint Worker	1.00	43,500	43,500	43,500
738	32,008	21,100	23,920	500067	PT Muni/Grounds Maint Worker	0.50	25,688	25,688	25,688
21,934	24,408	25,300	27,776	500068	Custodian	1.00	32,000	32,000	32,000
0	681	1,000	75	501500	Overtime	0	1,000	1,000	1,000
3,914	7,500	8,500	8,194	504700	Social Security	0	8,974	8,974	8,974
14,044	24,871	43,500	24,000	504800	Health Insurance	0	25,000	25,000	25,000
1,609	1,157	3,900	3,194	504900	Worker's Comp	0	3,900	3,900	3,900
4,392	9,556	16,000	14,213	505000	Retirement	0	16,000	16,000	16,000
78,097	143,883	182,555	160,658		Personnel Services	2.8	178,104	178,104	178,104
441	116	650	100	600100	Office Supplies	0	650	650	650
2,885	3,262	4,000	1,704	600210	Electricity	0	4,000	4,000	4,000
2,671	2,762	3,300	937	600220	Communication Services	0	1,500	1,500	1,500
18	0	0	0	600250	Alarms	0	0	0	0
2,542	7,153	8,000	2,523	600300	Equipment Maint & Repair	0	8,000	8,000	8,000
63	177	2,000	1,253	600350	Vehicle Maint & Repair	0	2,000	2,000	2,000
19,029	29,495	25,000	35,393	600400	Facility Needs	0	40,000	40,000	40,000
763	705	2,000	0	600600	Travel & Training	0	400	400	400
207	500	500	0	600700	Memberships & Subscriptions	0	200	200	200
4,762	5,716	3,250	5,735	601500	Gas, Oil & Tires	0	6,000	6,000	6,000
1,665	16,024	15,000	10,000	607500	Special Purchases	0	15,000	15,000	15,000
7,446	11,326	15,000	7,905	608000	Supplies	0	15,000	15,000	15,000
3,322	4,906	6,000	3,670	608050	Janitorial Supplies	0	6,000	6,000	6,000
21,748	13,561	26,000	7,888	608100	Contract & Other Services	0	10,000	10,000	10,000
0	0	0	0	608250	Appraisals & Advertising	0	0	0	0
67,562	95,703	110,700	77,108		Materials & Services	0	108,750	108,750	108,750
4,917	0	25,000	0	620520	Systems	0	25,000	25,000	25,000
4,917	0	25,000	0		Capital Outlay		25,000	25,000	25,000
22,500	22,500	22,500	22,500	631600	Transfer to General Reserve	0	22,500	22,500	22,500
17,500	22,500	22,500	22,500	631960	Trans to Bldg & Property Res	0	22,500	22,500	22,500
40,000	45,000	45,000	45,000		Transfers		45,000	45,000	45,000
190,576	284,586	363,255	282,766		PROPERTY MAINTENANCE TOTAL	2.8	356,854	356,854	356,854

2018-2019 Actuals	2019-2020 Actuals	2020-2021 Adopted	2020-2021 Est. Actuals	Account Number	Description	2021-2022 FTE	2021-2022 Proposed	2021-2022 Approved	2021-2022 Adopted
BUILDING & PROPERTY RESERVE									
Revenues									
652,418	568,996	628,532	635,260	400100	Beginning Fund Balance	0	638,075	638,075	638,075
17,827	13,169	12,000	5,285	400400	Interest	0	5,300	5,300	5,300
17,500	0	22,500	22,500	400650	Trans from Property Maint Fund	0	0	0	0
20,000	62,500	60,000	60,000	401000	Transfer from General	0	82,500	82,500	82,500
0	0	0	0	401290	Transfer from General Reserve	0	0	0	0
0	0	0	0	402700	Refunds & Misc	0	0	0	0
0	0	75,000	0	405250	Grants	0	75,000	75,000	75,000
0	0	0	0	405475	Sale of Property	0	0	0	0
707,745	644,664	798,032	723,045		Revenue Total		800,875	800,875	800,875
Expenditures									
20,404	232	60,000	20,630	621000	City Hall	0	46,712	46,712	46,712
63,447	7,063	100,000	4,827	621400	Police Department	0	98,895	98,895	98,895
13,690	0	75,000	11,497	621500	Fire Department	0	62,280	62,280	62,280
34,576	488	135,849	0	621660	Parks	0	145,000	145,000	145,000
6,633	1,195	100,000	48,016	621700	Library	0	85,366	85,366	85,366
0	0	0	0	621800	Public Spaces	0	0	0	0
0	0	327,183	0	621900	Other Buldings & Properties	0	362,622	362,622	362,622
0	0	0	0	629600	Legal Settlement	0	0	0	0
138,750	8,977	798,032	84,970		Capital Outlay		800,875	800,875	800,875
707,745	644,664	798,032	723,045		FUND REVENUE		800,875	800,875	800,875
138,750	8,977	798,032	84,970		FUND EXPENDITURES		800,875	800,875	800,875
568,996	635,687	0	638,075		FUND TOTAL		0	0	0

Capital Expenditure Detail

Department:	Building & Property Reserve
Purchase item:	Renovation of Arcadia Park
Cost of item:	\$90,000
Budget line item:	035-350-621660
Replacement:	Will replace existing fence, lighting and tennis court surfaces
Ongoing Impact:	Will improve and provide additional recreational opportunities for the citizens of Toledo

Explanation of need for purchase:

The existing fence is rusted and in need of repair. The lighting no longer works and the tennis court surface is rough and unusable. A grant application was submitted to Oregon Parks and Recreation for \$75,000 and the grant requires a \$15,000 match from the City.

Public works will remove the existing fence and install a new fence. The tennis court surface will be completely replaced and striped for Tennis, Pickle ball and other sports as possible. Solar lighting with timers will be installed to provide more hours of use but limit the effect on neighboring homes. This project will only move forward if the grant is secured.

The grant was denied for 2020-2021 however, it will be resubmitted for 2021-2022 in hopes of a successful award.

LIBRARY DEPARTMENT

The mission of the Toledo Public Library is to provide high quality library service and maintain an organized collection of resources that meet the recreational, educational, and informational needs of the community. Our Interlibrary Loan system allows our patrons to access items across the county or across the world. Materials are available in physical or virtual formats. Our facility functions as a community center as we regularly host a variety of community groups. **The Library prides itself as an essential resource that helps to insure equal access to information that results in a free, democratic, literate society.**

Accomplishments 2020-2021

- We started the process of updating our community meeting room but had to stop when the contract with the School District was created.
- Updated our ancient HVAC system so that we have an efficient system
- We had a new and highly visible sign constructed with the help of Public Works
- Had the exterior of the library repaired and painted
- We did a thorough weeding of the entire library, a truly Herculean task.
- Because of the weeding, we were able to optimize shelf space
- We have substantially updated the collection.
- We purchased 10 Mobil Hotspots and began loaning them to our patrons
- We acquired a digital microfilm scanner , the Scan Pro 2000, through the benevolence of an anonymous donor (estimated value \$8,000)
- We went to Curbside service in June 2020. We have maintained that program along with our very lively interlibrary loan program during the pandemic.
- Received 3 grants, including the COVID-19 Response Grant; also received a donation of \$10,000
- Successfully moved all of our children's programming online including:
 - Our weekly Story Time
 - Our partnership with HeadStart
 - Our annual Veteran's Appreciation Day
 - A very successful Summer Reading Program, despite the pandemic
- Maintained our strategic partnerships:
 - The Dolly Parton Imagination Library
 - Toledo Elementary School
 - Christine Clapp of the Oregon Department of Fish and Wildlife
 - Cait Goodwin of the Oregon Coast STEM Hub HMSC Oregon Sea Grant
- Before the pandemic, we presented the *I Am Jazz* Story Time with entertainer Mulan Rouge
- We followed the school buses throughout their routes in town and in the surrounding communities to hand out Summer Reading materials.

Relevant statistics on next page:

Circulation Physical items	38386	
Circulation Digital items	3,930	Library-to-Go
Intra-library Loans	Borrowed 1,380	Lent 755
Interlibrary loans	Borrowed 754	Lent 1,239
Volunteer Service Hours	151.2	
Sessions on public computers	712	
Daily free Wifi	From 6:00 a.m. – 8:00 p.m.	The city's current system cannot measure individual sessions
Mobile Hotspot check outs	10	These did not arrive until 11/25/20

From the chart above, you can see that while we were lower this year due to the pandemic, we still had decent numbers.

Goals 2021-2022

- Increase our circulation and use of services such as public computers, free Wi-Fi and the Mobile Hotspots
- Continue our strong presence in Toledo and surrounding areas with children's programs
- Join the Lincoln County Library District in finding a solution for adult illiteracy in Lincoln County
- Enter into partnerships with the School District and others to promote learning and literacy for school-aged residents
- Discover an avenue through which we can access a Spanish Language Translator/Instructor
- We intend to educate ourselves on ways we can become actively antiracist in all our policies and interactions

Capital Expenditures 2021-2022

- Paint Library interior

2018-2019 Actuals	2019-2020 Actuals	2020-2021 Adopted	2020-2021 Est. Actuals	Account Number	Description	2021-2022 FTE	2021-2022 Proposed	2021-2022 Approved	2021-2022 Adopted
GENERAL FUND									
Expenditures									
				001-700	Library				
58,097	59,454	80,000	80,580	500042	Library Director	1	83,000	83,000	83,000
39,125	40,368	52,380	51,405	500064	Library Assistant Director	1	52,000	52,000	52,000
37,755	37,270	40,000	37,438	500072	Library Tech Serv Op/Children's Librarian	1	40,000	40,000	40,000
11,830	11,858	15,000	15,000	500076	Library Clerk	0.5	15,000	15,000	15,000
10,949	11,324	12,500	13,900	504700	Social Security	0	14,000	14,000	14,000
42,471	51,278	53,000	53,470	504800	Health Insurance	0	55,000	54,000	54,000
1,809	286	500	500	504900	Workers' Comp	0	500	500	500
17,546	21,250	27,716	28,000	505000	Retirement	0	29,000	29,000	29,000
219,581	233,089	281,096	280,293		Personnel Services	3.5	288,500	287,500	287,500
4,529	4,763	5,000	4,008	600100	Office Supplies		5,000	5,000	5,000
406	1,194	2,500	1,200	600150	Data Processing Support		2,500	2,500	2,500
9,154	10,908	10,500	6,289	600210	Electricity		4,500	4,500	4,500
1,986	1,553	2,575	1,268	600220	Communication Services		1,550	1,550	1,550
0	0	0	0	600240	Natural Gas		4,200	4,200	4,200
0	0	0	0	600250	Alarms		0	0	0
0	1,158	1,200	1,200	600300	Equipment Maint & Repair		2,000	2,000	2,000
1,255	116	3,090	300	600600	Travel & Training		1,000	1,000	1,000
779	374	515	350	600700	Membership & Subscription		515	515	515
7,304	6,558	8,200	5,957	603000	Network Services		8,200	8,200	8,200
28,255	25,540	27,000	24,523	603500	Books & Materials		27,000	27,000	27,000
2,979	4,121	3,500	4,438	606500	Youth Program Support		4,500	4,500	4,500
0	26	500	495	606550	Adult Program Support		1,000	1,000	1,000
1,115	2,475	2,000	1,000	607500	Special Purchases		2,500	2,500	2,500
1,852	1,336	1,500	2,096	608000	Supplies		2,000	2,000	2,000
20	2,630	2,500	2,273	608100	Contract & Other Services		2,500	2,500	2,500
59,634	62,751	70,580	55,397		Materials & Services		68,965	68,965	68,965
0	0	0	0	620500	Equipment		0	0	0
0	0	0	0		Capital Outlay		0	0	0
0	0	10,000	10,000	631600	Trans to General Reserve		10,000	10,000	10,000
0	20,000	25,000	25,000	631960	Trans to Bldg & Property Res		25,000	25,000	25,000
0	20,000	35,000	35,000		Transfers		35,000	35,000	35,000
279,214	315,840	386,676	370,690		LIBRARY TOTAL	3.5	392,465	391,465	391,465

Capital Expenditure Detail

Department: Library

Cost of item: \$8,000 - \$10,000

Budget line item: 035-350-621700

Purchase item: Paint the inside of the library

Replacement:

Ongoing Impact: Meets City goal to maintain and improve public infrastructure and facilities

Explanation of need for purchase:

The paint job from 1975 in the Library has held up well in several areas, but there has been some unsightly injuries to the walls. Some of these are because of relocation of service outlets such as the heating thermostats but also because of public use such as patrons resting their feet on the wall and repeatedly ramming the wall while seated in a revolving chair. The inside color has yellowed and a new fresh look will greatly improve the atmosphere. The present paint job is 46 years old.



Capital Expenditure Detail

Department: Building & Property Reserve fund-Library Department

Purchase item: Install ADA compliant front doors

Cost of item: \$17,000

Budget line item: 035-350-621700

Replacement:

Ongoing Impact: Meets City goal to maintain and improve public infrastructure and facilities

Explanation of need for purchase:

In the eight years that I have been the Library director, I have been concerned that our entrance does not accommodate folks with physical challenges or who are in a wheelchair. It is time to correct this problem so that we are compliant and our patrons have the ability to get into the library without assistance. The Library has adopted goals around Equity, Diversity, Inclusion, and Antiracism; this improvement falls under the category of Inclusion.



Exterior doors

Interior doors



2018-2019 Actuals	2019-2020 Actuals	2020-2021 Adopted	2020-2021 Est. Actuals	Account Number	Description	2021-2022 FTE	2021-2022 Proposed	2021-2022 Approved	2021-2022 Adopted
					LIBRARY RESERVE				
				045-000	Revenue				
12,176	11,150	17,425	20,186	400100	Beginning Fund Balance	0	27,139	27,139	27,139
333	266	250	182	400400	Interest	0	250	250	250
0	0	0	0	402700	Refunds & Misc	0	0	0	0
14,055	12,142	32,000	32,696	404900	Gifts, Grants & Bequests	0	25,000	25,000	25,000
26,564	23,558	49,675	53,064		Revenue Total		52,389	52,389	52,389
				045-450	Expenditures				
15,414	3,359	27,675	10,000	603500	Books & Materials	0	27,675	27,675	27,675
0	0	22,000	15,925	620500	Equipment	0	24,714	24,714	24,714
15,414	3,359	49,675	25,925		Materials & Services		52,389	52,389	52,389
26,564	23,558	49,675	53,064		FUND REVENUE		52,389	52,389	52,389
15,414	3,359	49,675	25,925		FUND EXPENDITURES		52,389	52,389	52,389
11,150	20,199	0	27,139		FUND TOTAL		0	0	0

MUNICIPAL COURT

The Municipal Court processes minor traffic violations as well as ordinance citations issued by the Toledo Police Department.

Accomplishments 2020-2021

- Purchased and installed new court software (Incode)
- Manually entered all previous case file data back to 2005 into Incode
- Restructured court proceedings to accommodate COVID-19 safety requirements

Operations

Fiscal Year to Date:

- \$75,946 Revenue received

Goals 2021-2022

- Continue to explore ways to utilize Incode software to increase revenue collection and department efficiency
- Utilize the citation import module of Incode software. This will allow citations written by officers to be imported into Incode, reducing double entry of information and minimizing errors
- There were no court clerk training conferences in 2020-2021 due to COVID-19 so we are hopeful and looking forward to continuing education for court clerks



Municipal Court

2018-2019 Actuals	2019-2020 Actuals	2020-2021 Adopted	2020-2021 Est. Actuals	Account Number	Description	2021-2022 FTE	2021-2022 Proposed	2021-2022 Approved	2021-2022 Adopted
GENERAL FUND									
Expenditures									
001-800 Municipal Court									
13,109	13,967	14,500	14,000	500053	Accounting Clerk 3	0.3	15,000	15,000	15,000
84	10	500	0	501500	Overtime	0.0	500	500	500
969	1,035	1,200	1,010	504700	Social Security	0.0	1,200	1,200	1,200
2,209	2,507	3,000	2,585	504800	Health Insurance	0.0	3,000	2,640	2,640
37	6	100	65	504900	Workers' Comp	0.0	200	200	200
1,364	1,739	2,800	1,700	505000	Retirement	0.0	2,100	2,100	2,100
17,771	19,264	22,100	19,360		Personnel Services	0.3	22,000	21,640	21,640
433	271	600	480	600100	Office Supplies	0.0	600	600	600
1,639	695	1,800	0	600600	Travel & Training	0.0	1,800	1,800	1,800
150	47	250	150	600700	Membership & Subscription	0.0	250	250	250
11,291	10,626	20,000	13,500	608100	Contract & Other Services	0.0	12,000	12,000	12,000
13,512	11,640	22,650	14,130		Materials & Services		14,650	14,650	14,650
0	21,893	0	0	620500	Equipment	0.0	0	0	0
0	21,893	0	0		Capital Outlay		0	0	0
31,284	52,796	44,750	33,490		Municipal Court Total	0.3	36,650	36,290	36,290

GENERAL SERVICES - Information Technology (IT)

The General Services Department account manages several different expenditures including but not limited to Planning Commission, City Council, Contributions [Committee], Safety Committee, as well as Contracts & Other Services, which are expenses such as network/computer equipment shared between several departments.

Accomplishments 2020-2021

- Recovered Domain Controller after failure
- Recovered and restructured Dynamic Host Configuration Protocol after failure
- Replaced Battery backups at both the Fire Department and Police
- Rekeyed Mail.cityoftoledo.org
- Added Cameras to Memorial Field
- Replaced Public Works Shops Point to point connection after failure
- Purchased and deployed new laptops, desktops and printers
- Restructured our virtual machines and hosts to better distribute space and process
- Supported users and computers of City of Toledo staff

Goals 2021-2022

- Replace remaining legacy switches
- Replace old cameras
- Add conference equipment to the Council Chambers
- Add cameras to the library
- Upgrade or replace all remaining Windows 7 machines
- Schedule security awareness training for City of Toledo staff
- Clean up email system by removing old email addresses and updating the Global Address list

2018-2019 Actuals	2019-2020 Actuals	2020-2021 Adopted	2020-2021 Est. Actuals	Account Number	Description	FTE	2021-2022 Proposed	2021-2022 Approved	2021-2022 Adopted
					GENERAL FUND				
					Expenditures				
					001-900 General Services				
19,954	31,450	32,000	32,375	500024	Information Systems Admin	0.5	55,400	55,400	55,400
1,502	2,393	2,500	2,450	504700	Social Security	0	4,000	4,000	4,000
3,680	6,515	7,000	6,720	504800	Health Insurance	0	7,500	6,800	6,800
240	25	200	200	504900	Workers' Comp	0	400	400	400
2,109	3,912	4,500	4,050	505000	Retirement	0	7,800	7,800	7,800
27,486	44,294	46,200	45,795		Personnel Services	0.5	75,100	74,400	74,400
5,429	7,781	10,000	10,000	600150	Data Processing Support	0	15,000	15,000	15,000
9,796	15,614	10,000	10,000	600700	Membership & Subscription	0	11,000	11,000	11,000
66,340	77,872	85,000	95,000	601700	Insurance	0	99,000	99,000	99,000
456	67	5,000	2,000	603600	Safety Committee	0	5,000	5,000	5,000
1,787	5,390	6,000	6,000	603700	City Council	0	6,000	6,000	6,000
692	1,034	1,500	700	603800	Planning Commission	0	1,500	1,500	1,500
180	0	10,000	0	603900	Economic Development	0	10,000	10,000	10,000
0	3,884	20,000	300	603950	Abatement	0	40,000	40,000	40,000
9,128	10,500	11,400	11,400	603975	Contributions	0	11,400	11,400	11,400
15,704	0	20,000	0	604000	Unemployment	0	20,000	20,000	20,000
121,590	150,413	140,000	136,510	604400	Street Lights	0	140,000	140,000	140,000
575	1,492	2,000	1,100	608000	Supplies	0	2,000	2,000	2,000
49,517	51,332	40,000	40,000	608100	Contract & Other Services	0	90,000	90,000	90,000
809	16,234	10,000	10,000	608125	Audit Services	0	15,000	15,000	15,000
282,003	341,612	370,900	323,010		Materials & Services		465,900	465,900	465,900
0	0	0	0	630475	Trans to Property Maint Fund		0	0	0
0	0	0	0	631600	Transfer to General Reserve		0	0	0
0	0	0	0	631950	Transfer to Stabilization Fund		0	0	0
0	0	0	0	631960	Trans to Bldg & Property Res		0	0	0
0	0	40,000	40,000	631970	Trans to CC Strategic Res		0	0	0
0	0	40,000	40,000		Transfers		0	0	0
				631980	Greater Toledo Pool District		29,000	29,000	29,000
					Special Payments		29,000	29,000	29,000
0	0	300,000	0	640100	Contingency	0	300,000	300,000	300,000
0	0	300,000	0		Contingency		300,000	300,000	300,000
0	0	0	0	702000	Loan Repayment	0	0	0	0
					Reserved for Future Expenditure		370,000	0	0
0	0	610,149	0	801000	Unappropriated Surplus	0	425,002	606,742	606,742
0	0	610,149	0				795,002	606,742	606,742
309,488	385,907	1,367,249	408,805		GENERAL SERVICES TOTAL	0.5	1,665,002	1,476,042	1,476,042
5,411,043	5,823,220	5,303,721	5,821,486		FUND REVENUE		5,876,303	5,506,303	5,506,303
3,488,793	3,845,625	5,303,721	3,903,683		FUND EXPENDITURES		5,876,303	5,506,303	5,506,303
1,922,249	1,977,594	0	1,917,803		FUND TOTAL	31.87	0	0	0

GENERAL SERVICES – Planning

The Planning Department focuses on development through long-range and current planning needs. It prepares and maintains policy guidelines and reviews and processes various land use applications.

Accomplishments 2020-2021

- Processed 32 building permit applications, 31 miscellaneous permits, 15 land use applications, and 16 truck permits
- Began sign code review to address signs in the Residential, Commercial and Industrial Zones
- Housing code review for Residential and Commercial Zones to remove barriers to development
- Adopted revisions to the City's Accessory Dwelling Unit standards in the Residential Zones
- Awarded League of Oregon Cities grant for residential code updates, Comprehensive Plan Housing Chapter audit to address barriers to housing, develop scope of work for a Buildable Lands Inventory and Housing Needs Analysis
- Awarded Safe Routes to School Grant and kicked-off the Project Identification Program to review infrastructure needs and address barriers for students walking or biking to Toledo Elementary School
- Participated in the 2020 update to the Lincoln County Natural Hazards Mitigation Plan
- Awarded Tree City USA certification for the 27th year

Goals 2021-2022

- Complete housing review and begin public hearings for code adoption and Comprehensive Plan amendment
- Complete sign code update and begin public hearings for code adoption
- Buildable Lands Inventory
- Housing Needs Analysis
- Pedestrian trail, linking East Slope Road, Sturdevant Road, and Toledo Elementary School

Capital Expenditure Detail

Department: General Services - Planning

Purchase item: Special Planning Projects

Cost of item: \$15,000

Budget line item: 001-900-605270

Replacement:

Ongoing Impact: N/A

Explanation of need for purchase:

The Planning Department has been working with the Planning Commission on projects including the Olalla Slough. A boardwalk across the Olalla Slough would require a wetland delineation as a first step. In general, wetland delineations will cost at least \$5,000.

In addition, these funds could be used as a match for grants including technical assistance grants offered by the Department of Land Conservation and Development or other grants that require matching funds.

The funds are for special planning projects to provide flexibility for the use of the funds if the City Council's priorities change or other projects are identified.

This is a "carry over" project originally identified within the adopted 2020-21 Operating budget for the City of Toledo. It is identified herein given the potential the actual procurement of this item and/or completion of the project does not happen before June 30, 2021.

Capital Expenditure Detail

Department: General Services – Planning

Purchase item: Buildable Lands Inventory and Housing Needs Analysis

Cost of item: \$50,000

Budget line item: 001-900-608100

Replacement:

Ongoing Impact(s): No on-going impacts were identified.

Explanation of need for purchase:

As part of the Planning Department's review and update of the housing codes, the next step is to perform a Buildable Lands Inventory of properties in the City limits and Urban Growth Boundary. A Housing Needs Analysis will provide for population growth needs and a plan for projected housing needs to accommodate growth over a 20-year planning period.

Toledo last adopted a Buildable Lands Inventory in 1999, acknowledged in 2001, and must be updated for vacant lands and population growth numbers. A Housing Needs Analysis has never been created for Toledo.

Grant opportunities for these plans may be available, but most likely will require matching funds.

2018-2019 Actuals	2019-2020 Actuals	2020-2021 Adopted	2020-2021 Est. Actuals	Account Number	Description	2021-2022 FTE	2021-2022 Proposed	2021-2022 Approved	2021-2022 Adopted
GENERAL RESERVE FUND									
036-000 Revenue									
576,002	498,412	387,940	411,907	400100	Beginning Fund Balance	0	533,025	533,025	533,025
16,565	11,439	11,000	3,400	400400	Interest	0	3,400	3,400	3,400
22,500	0	22,500	22,500	400650	Trans from Property Maint Func	0	0	0	0
115,000	137,500	153,500	153,500	401000	Transfer from General Fund	0	196,000	196,000	196,000
12,115	82,758	0	0	402700	Refunds & Misc	0	0	0	0
0	0	0	6,351	405475	Sale of Surplus Property	0	0	0	0
742,182	730,109	574,940	597,658		Revenue Total		732,425	732,425	732,425
036-360 Expenditures									
235,545	317,925	192,750	1,500	621800	Fire Department Equipment	0	312,601	312,601	312,601
1,733	0	125,674	56,575	628000	Police Department Equipment	0	125,000	125,000	125,000
5,326	0	35,000	0	629000	City Hall Equipment	0	35,000	35,000	35,000
0	0	22,971	6,558	629160	Library Equipment	0	29,180	29,180	29,180
0	0	155,477	0	629360	Property Maintenance Equipme	0	170,644	170,644	170,644
1,166	0	28,068	0	629375	Parks Plans & Improvements	0	40,000	40,000	40,000
0	0	15,000	0	629400	Disaster Preparedness	0	20,000	20,000	20,000
0	0	0	0	629600	Legal Settlement	0	0	0	0
0	0	0	0	631960	Trans to Bldg & Property Res	0	0	0	0
243,770	317,925	574,940	64,633		Capital Outlay		732,425	732,425	732,425
742,182	730,109	574,940	597,658		FUND REVENUE		732,425	732,425	732,425
243,770	317,925	574,940	64,633		FUND EXPENDITURES		732,425	732,425	732,425
498,412	412,184	0	533,025		FUND TOTAL		0	0	0

PUBLIC WORKS DEPARTMENT

The Public Works Department is a multifunctional department responsible for proper operation and maintenance of city water distribution lines and sanitary sewer collection system. Public Works is also responsible for the maintenance and upkeep of all City of Toledo publically owned properties, facilities and streets.

Accomplishments 2020-2021

Facilities and Parks

- Veterans Deck replacement and stain
- Coronavirus (COVID-19) issues-cleaning parks and bus stops
- Re-stain Main Street deck (across from City Hall)
- Installed sign for Chamber of Commerce
- Library leaks addressed
- Installed safety gates at the Water Treatment Plant
- New heating and A/C units were installed at the Library
- New A/C units installed at the Police Department
- Fresh exterior paint at Library
- Working on new sign for library
- Pressure washed Fire Department twice
- Built & paved parking lot at Fire Department
- Painted City Hall (exterior & interior)
- Install safety bollards Public Safety Building
- Paint inside portions of library
- Exterior maintenance of Library and Fire Department
- Many minor repairs to City Hall
- Maintain new Public Safety Building & grounds
- Install Christmas tree & wreaths along Main Street
- Installed Fire Department parking lot
- Interior maintenance of Library
- Installed two lockboxes inside Police Department
- Updated air filters due to COVID-19
- Repaired bus stop broken window at Sturdevant Road

Streets and Signage

- Replaced the covers for the "Welcome to Toledo" logs
- Lots of tree trimming
- City crew doing asphalt patching
- City crew performing all street painting
- Purchased street sweeper
- City crew started sweeping streets September '20
- Arcadia & Spruce St. overlay***
- Major sink hole repaired on Sunset Dr.
- Storm clean up across town

Storm Drain System

- Replace storm piping across Spruce St.

Public Works Personnel and City Shop Operations

- Added responsibilities: Library maintenance, Fire Department maintenance, Police Department maintenance, new Police Department maintenance, City Hall maintenance
- Continued maintenance on 165 fire hydrants within the City
- Main line Water valve maintenance on over 440 water valves
- City crew generator load testing
- James Spang – Received certification for Backflow testing
- Steve Hooper – Received Level 3 certification in Wastewater treatment

*** indicates contractor completed items

Goals 2021-2022

Streets

- Drainage repairs
- Ground and Street Overlays completed

Capital Expenditures 2021-2022

- Pavement Roller

PUBLIC WORKS DEPARTMENT – Sewer Collection

This fund assures that Toledo sanitary sewer wastewater is safely collected, treated, and returned to the environment as required by the department's National Pollutant Discharge Elimination System (NPDES) permit meeting all state and federal regulations.

The Wastewater Treatment Plant is staffed by 2 Full-Time Equivalent (FTE) who are responsible for the day-to-day operations of the Wastewater Treatment Facility, a 24/7 operation.

Accomplishments 2020-2021

Wastewater Collections

Inflow & Infiltration (I&I) Projects Mutual Agreement & Order (MAO) Projects

- Graham St. Cured In Place Pipe (CIPP) project*
- SE 10th St. sewer main replacement and manhole install and two manhole rehab
- NE 6th St. replacement
- Alley abandonment –Sewer line
- North Nye CIPP liner install*
- Rehab of six manholes located in lower areas of town*

I&I Projects (Non-MAO Projects)

- Storm grate repair at Beech and 2nd Street
- Abandonment of Sewer main, Memorial Field
- Repair crushed cleanout at main at 1555 N Nye Street
- Man-hole abandonment Dahl property
- Spruce St. partial sewer replacement*
- Repairs to High School pump station, burned motor (PUD caused)
- Flushed and cleaned 99% of sanitary sewer line
- High School pump station pump repair
- Lift station yearly maintenance

Wastewater Treatment

- Dug out the drying beds
- Emptied Wastewater Drying Beds and saved nearly \$80,000
- Began Engineering Wastewater Treatment Plant effluent line

* indicates contractor completed items

Goals 2021-2022

- Effluent line repair
- I&I projects: Manhole relining and mainline CIPPs

Capital Expenditures 2021-2022

- Effluent Line
- I&I Improvement

2018-2019	2019-2020	2020-2021	2020-2021	Account			2021-2022	2021-2022	2021-2022
Actuals	Actuals	Adopted	Est. Actuals	Number	Description	FTE	Proposed	Approved	Adopted
PUBLIC WORKS RESERVE									
040-000 Revenue									
181,001	153,436	198,282	187,533	400100	Beginning Fund Balance	0	240,533	240,533	240,533
4,570	3,562	3,000	1,500	400400	Interest	0	1,500	1,500	1,500
22,500	22,500	22,500	22,500	400600	Transfer from Water	0	25,000	25,000	25,000
25,000	25,000	25,000	25,000	401100	Transfer from Sewer Fund	0	25,000	25,000	25,000
30,000	30,000	35,000	35,000	401200	Transfer from Streets Fund	0	35,000	35,000	35,000
0	10,862	0	0	402700	Refunds & Misc	0	0	0	0
0	0	0	0	405475	Sale of Surplus Property	0	0	0	0
263,071	245,360	283,782	271,533		Revenue Total		327,033	327,033	327,033
040-400 Expenditures									
109,636	57,701	223,782	31,000	620500	Equipment	0	267,033	267,033	267,033
0	0	60,000	0	620510	Buildings	0	60,000	60,000	60,000
109,636	57,701	283,782	31,000		Capital Outlay		327,033	327,033	327,033
263,071	245,360	283,782	271,533		FUND REVENUE		327,033	327,033	327,033
109,636	57,701	283,782	31,000		FUND EXPENDITURES		327,033	327,033	327,033
153,436	187,659	0	240,533		FUND TOTAL		0	0	0

Capital Expenditure Detail

Department:	Public Works Reserve fund
Purchase item:	Side by Side diesel ATV
Cost of item:	\$20,000
Budget line item:	040-400-620500
Replacement:	
Ongoing Impact:	A smaller, lighter, more compact four wheel ATV would greatly enhance our ability to respond to line breaks along the Mill Creek Water & Siletz raw water Line.

Explanation of need for purchase:

Mill Creek Raw Water Line Repair – The water line traverses from the Mill Creek reservoir down a narrow canyon and into a narrow draw along Mill Creek Road, under the river into the Old Stedco Lumber Mill. The areas, particularly along Mill Creek Road and Stedco present challenges for our current fleet of large trucks as they are either off road, in heavy forest or swamp type terrain. Despite the fact that some of our fleet vehicles have 4x4 capability, this equipment either too heavy or large to traverse these areas. Bringing in the required parts for repair is challenging and time consuming as these parts have to be hand carried by Public Works Personnel along the upper portions of the Mill Creek Line. The same explanations stand true for maintenance to the Siletz raw water line, maintenance to both of these lines are sometimes passed by and not completed due to access issues. This ATV would also be utilized to maximize efficiency for monthly meter reading as it would be street legal. This unit would also be available to Public Safety personnel and the Fire Dept.

In the current climate, we have to walk 80% of the line to identify possible line breaks. Doing this has increased our response time to line breaks by up to three days. Another possible use for this equipment is utility meter reading. Using this type of equipment would save money in fuel and equipment maintenance costs

2018-2019 Actuals	2019-2020 Actuals	2020-2021 Adopted	2020-2021 Est. Actuals	Account Number	Description	FTE	2021-2022 Proposed	2021-2022 Approved	2021-2022 Adopted
STREETS FUND									
Revenue									
				011-000					
1,630,015	2,153,306	2,608,411	2,634,445	400100	Beginning Fund Balance	0	2,507,230	2,507,230	2,507,230
42,782	49,997	40,000	20,000	400400	Interest	0	20,000	20,000	20,000
25,386	14,766	16,000	13,954	401300	Natural Gas Franchise	0	13,000	13,000	13,000
2,691	1,936	2,000	1,818	401400	Telephone Franchise	0	2,000	2,000	2,000
2,021	3,238	2,500	2,708	401450	Telecommunications Franchis	0	2,500	2,500	2,500
15,807	15,909	12,000	15,520	401500	Television Franchise	0	12,000	12,000	12,000
21,071	76,372	33,000	59,386	401600	Garbage Franchise	0	35,000	35,000	35,000
489,123	558,299	566,000	573,953	401700	Electric Franchise	0	566,000	566,000	566,000
2,368	2,632	2,300	3,722	402050	Truck Permits	0	2,500	2,500	2,500
272,722	244,714	210,000	243,043	402400	Oregon State Highway Tax	0	220,000	220,000	220,000
1,440	1,335	1,500	2,781	402700	Refunds & Misc	0	5,500	5,500	5,500
150	0	0	200	402720	Public Works Inspection Fee	0	0	0	0
101,304	101,310	100,000	104,121	403600	Road Maintenance Fees	0	100,000	100,000	100,000
0	0	150,000	150,000	405250	Grants	0	0	100,000	100,000
2,606,879	3,223,815	3,743,711	3,825,651		REVENUE TOTAL		3,485,730	3,585,730	3,585,730

2018-2019 Actuals	2019-2020 Actuals	2020-2021 Adopted	2020-2021 Est. Actuals	Account Number	Description	FTE	2021-2022 Proposed	2021-2022 Approved	2021-2022 Adopted
STREETS FUND									
Expenditures									
				011-110					
2,047	3,140	2,152	2,077	500010	City Manager	0.02	2,310	2,310	2,310
17,871	2,610	23,294	22,500	500016	Public Works Director	0.30	26,347	26,347	26,347
1,181	2,102	0	0	500018	Finance Director	0.00	0	0	0
0	379	2,215	2,190	500020	Accounting Supervisor	0.04	2,398	2,398	2,398
0	0	2,774	0	500022	Human Resources Specialist	0.05	2,943	2,943	2,943
4,878	2,696	2,885	2,775	500024	Information Systems Admin	0.10	4,745	4,745	4,745
15,300	17,390	19,132	14,268	500026	Public Works Op Supervisor	0.30	18,449	18,449	18,449
1,125	1,263	1,296	1,371	500028	City Recorder	0.02	1,434	1,434	1,434
20,060	18,668	19,471	19,200	500030	Lead/Senior Facility Ops	0.30	21,330	21,330	21,330
14,980	23,384	24,950	13,011	500045	Maintenance Worker 4B	0.50	29,094	29,094	29,094
15,459	14,472	14,969	15,291	500046	Maint Worker 4A	0.30	16,647	16,647	16,647
1,748	1,862	1,862	1,777	500053	Accounting Clerk 3	0.04	1,918	1,918	1,918
17,640	0	0	0	500054	Maint/Clerical Worker 3	0.00	0	0	0
23,804	45,100	71,619	58,500	500057	Muni/Ground Maint Worker	1.50	73,000	73,000	73,000
0	0	0	0	500058	Maintenance Worker 2	0.00	0	0	0
0	0	0	0	500066	Maintenance Worker 1	0.00	0	0	0
0	0	1,869	0	500082	City Planner	0.02	1,925	0	0
4,404	5,399	3,947	5,041	500084	Assistant Planner	0.10	5,753	5,753	5,753
5,215	5,781	6,000	934	501400	Call Time	0.00	6,000	6,000	6,000
1,111	722	2,500	500	501500	Overtime	0.00	2,500	2,500	2,500
10,719	10,851	15,000	9,182	504700	Social Security	0.00	13,000	13,000	13,000
33,100	28,074	37,000	33,293	504800	Health Insurance	0.00	40,000	40,000	40,000
65	9,753	10,500	9,380	504900	Workers' Comp	0.00	15,000	15,000	15,000
16,833	20,026	22,000	18,949	505000	Retirement	0.00	26,500	26,500	26,500
207,542	213,672	285,435	230,239		Personnel Services	3.59	311,293	309,368	309,368
443	143	700	475	600100	Office Supplies	0	500	500	500
4,975	6,673	7,000	4,700	600210	Electricity	0	6,000	6,000	6,000
2,645	2,367	4,000	1,000	600220	Communication Services	0	2,500	2,500	2,500
1,314	1,935	2,000	2,239	600250	Alarms	0	2,500	2,500	2,500
6,109	12,168	15,000	4,663	600300	Equipment Repair	0	15,000	15,000	15,000
266	1,155	3,000	2,552	600350	Vehicle Maint & Repair	0	10,000	10,000	10,000
234	37	200	220	600400	Facility Needs	0	200	200	200
30,512	21,607	85,000	27,703	600420	Systems Repair	0	85,000	85,000	85,000
1,537	69	1,500	0	600600	Travel & Training	0	1,000	1,000	1,000
85	0	1,000	297	600700	Membership & Subscription	0	500	500	500
3,874	5,086	5,500	6,481	601500	Gas, Oil & Tires	0	10,000	10,000	10,000
11,880	13,203	14,500	15,581	601700	Insurance	0	16,000	16,000	16,000
221	8,384	7,000	2,252	607500	Special Purchases	0	7,000	7,000	7,000
16,650	19,257	20,000	15,763	608000	Supplies	0	20,000	20,000	20,000
9,779	23,363	12,000	6,938	608100	Contract & Other Services	0	12,000	12,000	12,000
41,436	27,889	21,000	3,998	608175	Street Sweeping	0	10,000	10,000	10,000
131,959	143,336	199,400	94,862		Materials & Services		198,200	198,200	198,200
0	0	85,000	80,000	620500	Equipment	0	80,000	80,000	80,000
7,111	273	2,283,876	473,811	620520	Systems	0	2,011,237	2,016,237	2,016,237
28,202	20,000	215,000	14,509	620540	Road Maintenance Expenditures	0	210,000	305,000	305,000
0	0	0	0	626500	Arcadia Drive	0	0	0	0
35,313	20,273	2,583,876	568,320		Capital Outlay		2,301,237	2,401,237	2,401,237
8,760	0	0	0	630300	Transfer to General Fund	0	0	0	0
0	0	0	0	630500	Transfer to Public Works	0	0	0	0
30,000	30,000	35,000	35,000	631000	Transfer to PW Equip Reserve	0	35,000	35,000	35,000
40,000	180,314	390,000	390,000	631850	Transfer to Street Reserve	0	390,000	390,000	390,000
78,760	210,314	425,000	425,000		Transfers		425,000	425,000	425,000

0	0	250,000	0	640100	Contingency	0	250,000	251,925	251,925
0	0	250,000	0		Contingency		250,000	251,925	251,925
453,574	587,596	3,743,711	1,318,421		TOTAL EXPENDITURES	3,485,730	3,585,730	3,585,730	
2,606,879	3,223,815	3,743,711	3,825,651		FUND REVENUE	3,485,730	3,585,730	3,585,730	
453,574	587,596	3,743,711	1,318,421		FUND EXPENDITURES	3,485,730	3,585,730	3,585,730	
2,153,306	2,636,219	0	2,507,230		FUND TOTAL	3.59	0	0	0

2018-2019 Actuals	2019-2020 Actuals	2020-2021 Adopted	2020-2021 Est. Actuals	Account Number	Description	FTE	2021-2022 Proposed	2021-2022 Approved	2021-2022 Adopted
STREETS RESERVE									
043-000 Revenue									
210,090	248,443	384,652	379,247	400100	Beginning Fund Balance	0	772,402	772,402	772,402
5,741	5,819	7,000	3,155	400400	Interest	0	3,150	3,150	3,150
40,000	180,314	390,000	390,000	400450	Transfer from Streets	0	390,000	390,000	390,000
0	0	0	0	402700	Refunds & Misc	0	0	0	0
255,830	434,576	781,652	772,402		Revenue Total		1,165,552	1,165,552	1,165,552
043-430 Expenditures									
7,387	55,074	0	0	608100	Contract & Other Services	0	20,000	20,000	20,000
0	0	0	0	802000	Road Maintenance Expenditures	0	363,900	363,900	363,900
7,387	55,074	0	0		Materials & Services		383,900	383,900	383,900
Business Highway 20									
0	0	781,652	0	802100	Improvement	0	781,652	781,652	781,652
0	0	781,652	0		Capital Outlay		781,652	781,652	781,652
255,830	434,576	781,652	772,402		FUND REVENUE		1,165,552	1,165,552	1,165,552
7,387	55,074	781,652	0		FUND EXPENDITURES		1,165,552	1,165,552	1,165,552
248,443	379,502	0	772,402		FUND TOTAL		0	0	0

Capital Expenditure Detail

Department: Public Works City Shops

Purchase item: Pavement Roller

Cost of item: \$19,000

Budget line item: 011-110-620-500

Replacement:

Ongoing Impact: The year to year maintenance of the City of Toledo's right of ways are easier to maintain and repair as necessary because the City of Toledo Public works has the capability to respond in a timely manner to potholes and repair patches from adverse weather, vehicle traffic and underground utility failure.

Explanation of need for purchase:

The City of Toledo completes annual maintenance on streets, such as filling potholes, repairing roadways effected by weather, vehicles and utility infrastructure failure. Over the years the City of Toledo has hired these tasks out to contractors, costing the City of Toledo and taxpayers significant sums of money for upkeep and repair of the City's rights of way.

A pavement/asphalt roller would round out Public Works existing tool kit, as we already have a concrete/asphalt saw, asphalt rakes, shovels, and a tarp specifically purchased for hauling asphalt. With a complete tool kit for pavement and asphalt repair, we would no longer have to hire third parties to fill underground utility pavement/asphalt cuts. Pothole and pavement/asphalt repairs become simpler, save time and money to the City of Toledo and its residents.

Capital Expenditure Detail

Department:	Streets
Purchase item:	French Street Asphalt
Cost of item:	\$ 60,000
Budget line item:	011-110-620520
Replacement:	Existing asphalt
Ongoing Impact(s):	Much better asphalt continuity throughout the Street, also making it much easier for the street sweeper to maintain

Explanation of need for purchase:

The asphalt surface on French St. is well past its life span, it has been torn into for many reasons over the years and the water main has ruptured causing damage to travel lanes. The citizens who reside on French, Coulson and Elizabeth St. have complained to the City as to the condition of French St. Reasonably so.

PUBLIC WORKS – Water Treatment Plant

The primary goals and objectives of the Toledo Water Treatment Plant is to provide residents with a safe and dependable supply of drinking water. We continually take steps to improve the water treatment process and protect our water resources. The Toledo Water Treatment Plant – continues to provide treated water to the citizens of both the City of Toledo and the Seal Rock Water District, of the highest quality meeting and exceeding all required standards.

Accomplishments 2020-2021

- Producing over 291,000,000 gallons of high quality potable water
- All Water Facility produced Water – Met and Exceeded all State Standards
- Uninterrupted delivery of potable water to the Seal Rock Water District
- New Surface Water Pump and Motor
- New Backwash Pump and Motor
- Replacement Fork Lift
- Facility Window Replacement

Challenges

- Replacement of the Mill Creek Line and Pump Station
- Continuing to provide quality water during line repairs, storms and unexpected events

Goals 2021-2022

- Enhancing Efficiency – Optimizing all operations in the facility for water at the lowest cost to Toledo Citizens
- Increasing Productivity – Working at the highest level of operation
- Maintaining Compliance – Meeting and or exceeding all State standards

Capital Improvements Projects

- Mill Creek Line Replacement
- Siletz Generator
- Facility Blacktop
- SCADA Improvements and Upgrades



PUBLIC WORKS DEPARTMENT – Water Distribution

The primary goals and objectives of the Toledo Water Treatment Plant is to provide residents with a safe and dependable supply of drinking water. We continually take steps to improve the water treatment process and protect our water resources. The Toledo Water Treatment Plant – continues to provide treated water to the citizens of both the City of Toledo and the Seal Rock Water District, of the highest quality meeting and exceeding all required standards.

Accomplishments 2020-2021

Water Distribution

- Eight Mill Creek breaks
- 13 other water breaks
- New water main on A Street
- 441 valves exercised
- 165 Hydrants maintained
- Spruce St. water main*
- Reservoir Rd fire protection install/upgrade*
- Repairs to Mill Creek Dam as per state inspection
- All large volume meter testing completed*
- Installation of two Fire supply lines generating revenue
- Discovery of two fire supply systems not being billed. (\$850.00 per month)
- Installed two fire hydrants at Foursquare Church and 8th Place
- Mill Creek Dam drainage repair/rehab
- Treated seven water main line breaks
- Valve repair at Alder Lane Drive
- Raw water line breaks = three at Mill Creek

* indicates contractor completed items

Goals 2021-2022

Water Treatment

- One of three phases – Mill Creek line replacement
- Generators for Siletz pump station

2018-2019 Actuals	2019-2020 Actuals	2020-2021 Adopted	2020-2021 Est. Actuals	Account Number	Description	2021-2022 FTE	2021-2022 Proposed	2021-2022 Approved	2021-2022 Adopted
WATER FUND									
012-000 Revenues									
304,190	468,137	125,987	189,502	400100	Beginning Fund Balance	0	592,712	592,712	592,712
4,073	10,612	9,000	1,900	400400	Interest	0	1,900	1,900	1,900
4,685	547	3,000	1,562	402700	Refunds & Misc	0	1,000	1,000	1,000
150	0	0	200	402720	Public Works Inspection Fee	0	0	0	0
2,000	1,520	1,500	1,000	402730	Haulable Water	0	800	800	800
1,288,605	1,233,996	1,240,000	1,347,537	403700	Sale of Water	0	1,300,000	1,300,000	1,300,000
18,813	6,520	3,000	3,186	403800	Meter Charges-Connection Fee	0	2,500	2,500	2,500
2,963	2,321	2,000	2,113	403900	Service Fees	0	1,800	1,800	1,800
7,945	5,855	7,000	8,273	403950	Delinquent Fees	0	6,000	6,000	6,000
342,026	353,359	346,000	600,000	404100	Sale of Water to Seal Rock	0	175,900	175,900	175,900
360	395	300	300	404125	H2O Program Donations	0	200	200	200
9,026	393	300		404130	Fees & Adjustments	0	300	300	300
11,184	12,116	11,185	11,184	405380	Rents & Leases	0	11,185	11,185	11,185
1,996,021	2,095,771	1,749,272	2,166,757		REVENUE TOTAL		2,094,297	2,094,297	2,094,297

2018-2019 Actuals	2019-2020 Actuals	2020-2021 Adopted	2020-2021 Est. Actuals	Account Number	Description	FTE	2021-2022 Proposed	2021-2022 Approved	2021-2022 Adopted
WATER FUND									
Expenditures									
012-120 Water Plant									
1,024	1,744	1,076	1,040	500010	City Manager	0.01	1,155	1,155	1,155
17,871	2,610	11,647	14,100	500016	Public Works Director	0.15	13,173	13,173	13,173
1,181	2,102	0	0	500018	Finance Director	0.00	0	0	0
0	379	2,214	2,190	500020	Accounting Supervisor	0.04	2,398	2,398	2,398
0	0	0	0	500022	Human Resources Specialist	0.05	2,943	2,943	2,943
4,878	2,696	2,885	2,775	500024	Information Systems Admin	0.10	4,745	4,745	4,745
1,177	0	0	0	500026	Public Works Op Supervisor	0.00	0	0	0
563	631	649	686	500028	City Recorder	0.01	717	717	717
58,616	62,641	63,527	64,000	500030	Lead/Senior Facility Ops	1.00	67,478	67,478	67,478
45,206	49,470	52,411	52,339	500038	Facility Ops	1.00	56,744	56,744	56,744
1,322	0	0	0	500045	Maint Worker 4B/Maint Tech	0.00	0	0	0
8,992	22,482	23,985	14,737	500048	Facility Operator Trainee	0.50	24,671	24,671	24,671
1,748	1,862	1,862	1,778	500053	Accounting Clerk 3	0.04	1,918	1,918	1,918
7,743	7,223	8,276	7,830	500066	Utility Billing Clerk 1	0.20	8,781	8,781	8,781
0	0	934	0	500082	City Planner	0.01	963	0	0
2,569	2,492	1,973	2,324	500084	Assistant Planner	0.05	2,655	2,655	2,655
18,534	20,052	22,000	21,000	501400	Call Time	0.00	23,000	23,000	23,000
8,265	11,589	10,000	11,000	501500	Overtime	0.00	12,000	12,000	12,000
13,415	14,155	14,000	14,698	504700	Social Security	0.00	15,000	15,000	15,000
17,928	17,467	19,000	21,064	504800	Health Insurance	0.00	21,500	21,500	21,500
5,936	3,528	5,000	5,732	504900	Workers' Comp	0.00	6,500	6,500	6,500
17,684	22,601	24,000	23,955	505000	Retirement	0.00	26,241	26,241	26,241
234,652	245,724	265,439	261,248		Personnel Services	3.16	292,582	291,619	291,619
1,194	256	1,200	500	600100	Office Supplies	0	600	600	600
588	3,216	2,500	3,700	600150	Data Processing Support	0	4,000	4,000	4,000
54,548	60,155	67,000	51,032	600210	Electricity	0	60,000	60,000	60,000
7,469	8,769	8,000	6,000	600220	Communication Services	0	8,000	8,000	8,000
1,666	1,972	2,000	1,265	600250	Alarms	0	2,000	2,000	2,000
10,712	7,300	10,000	8,200	600300	Equipment Maint & Repair	0	10,000	10,000	10,000
608	1,009	1,500	500	600350	Vehicle Maint & Repair	0	1,000	1,000	1,000
7,091	10,292	20,000	19,000	600400	Facility Needs	0	10,000	10,000	10,000
18,465	390	10,000	1,000	600420	Systems Repair	0	8,000	8,000	8,000
2,352	2,614	3,050	1,164	600600	Travel & Training	0	1,500	1,500	1,500
962	1,502	1,525	1,400	600700	Membership & Subscription	0	1,500	1,500	1,500
3,085	2,630	2,500	1,771	601500	Gas, Oil & Tires	0	2,500	2,500	2,500
23,759	26,196	28,000	30,087	601700	Insurance	0	32,000	32,000	32,000
14,037	17,600	20,000	2,500	607500	Special Purchases	0	20,000	20,000	20,000
50,122	35,968	60,000	33,401	608000	Supplies	0	50,000	50,000	50,000
25,652	24,475	37,000	22,355	608100	Contract & Other Services	0	39,000	39,000	39,000
222,309	204,343	274,275	183,875		Materials & Services		250,100	250,100	250,100
0	0	15,000	11,500	620500	Equipment	0	15,000	15,000	15,000
0	0	15,000	11,500		Capital Outlay		15,000	15,000	15,000
4,380	0	0	0	630300	Transfer to General Fund	0	0	0	0
0	0	0	0	630500	Transfer to Public Works	0	0	0	0
10,000	10,000	10,000	10,000	631000	Transfer to PW Reserve	0	12,500	12,500	12,500
152,000	175,000	124,700	124,700	631800	Transfer to Water Reserve	0	124,700	124,700	124,700
0	0	0	0	631950	Transfer to Stabilization Fund	0	0	0	0

166,380	185,000	134,700	134,700		Transfers		137,200	137,200	137,200
0	0	0	0	640100	Contingency		0	0	0
0	0	0	0		Contingency		0	0	0
179,550	0	0	0	702000	2012 Debt Repayment	0	0	0	0
0	0	0	0	709000	Debt Service Reserve	0	0	0	0
179,550	0	0	0		Debt Service		0	0	0
802,891	635,067	689,414	591,323		WATER PLANT TOTAL	3.16	694,882	693,919	693,919

2018-2019 Actuals	2019-2020 Actuals	2020-2021 Adopted	2020-2021 Est. Actuals	Account Number	Description	FTE	2021-2022 Proposed	2021-2022 Approved	2021-2022 Adopted
WATER FUND									
Expenditures									
Water Distribution									
1,024	1,744	1,076	1,039	012-125 500010	City Manager	0.01	1,155	1,155	1,155
17,871	2,610	11,647	13,852	500016	Public Works Director	0.15	13,173	13,173	13,173
1,181	2,102	0	0	500018	Finance Director	0.00	0	0	0
0	379	2,215	2,190	500020	Accounting Supervisor	0.04	2,398	2,398	2,398
0	0	2,774	0	500022	Human Resources Specialist	0.05	2,943	2,943	2,943
4,878	2,696	2,885	2,773	500024	Information Systems Admin	0.10	4,745	4,745	4,745
23,539	17,390	19,132	14,265	500026	Public Works Op Supervisor	0.30	18,449	18,449	18,449
563	631	649	685	500028	City Recorder	0.01	717	717	717
20,060	18,668	19,471	19,192	500030	Lead/Senior Facility Ops	0.30	21,330	21,330	21,330
13,217	11,692	12,474	15,428	500045	Maint Worker 4B/Maint Tech	0.25	14,547	14,547	14,547
15,459	16,884	17,465	17,733	500046	Maint Worker 4A/Equip Op	0.35	19,422	19,422	19,422
1,748	1,862	1,862	1,776	500053	Accounting Clerk 3	0.04	1,918	1,918	1,918
17,640	24,814	25,068	25,634	500054	Maint/Clerical Worker 3	0.50	27,033	27,033	27,033
23,384	23,471	31,819	23,525	500057	Maintenance Worker 2	0.50	23,941	23,941	23,941
11,615	10,835	12,414	11,742	500066	Utility Billing Clerk 1	0.30	13,172	13,172	13,172
0	0	934	0	500082	City Planner	0.01	963	0	0
4,404	5,399	4,600	5,040	500084	Assistant Planner	0.10	5,753	5,753	5,753
5,156	6,291	6,500	12,210	501400	Call Time	0.00	10,000	10,000	10,000
1,096	1,252	2,000	1,500	501500	Overtime	0.00	2,000	2,000	2,000
11,859	11,061	13,600	14,022	504700	Social Security	0.00	14,000	14,000	14,000
37,737	37,902	45,000	54,747	504800	Health Insurance	0.00	40,000	40,000	40,000
69	4,926	5,000	2,438	504900	Workers' Comp	0.00	6,500	6,500	6,500
17,705	20,459	22,000	24,840	505000	Retirement	0.00	24,000	24,000	24,000
230,205	223,068	260,585	264,631		Personnel Services	3.01	268,159	267,196	267,196
2,049	3,649	6,000	4,600	600100	Office Supplies	0	5,000	5,000	5,000
3,105	5,238	7,000	5,738	600150	Data Processing Support	0	6,500	6,500	6,500
9,430	10,756	11,000	7,518	600210	Electricity	0	10,000	10,000	10,000
3,127	2,358	3,500	1,096	600220	Communication Services	0	3,000	3,000	3,000
235	0	1,500	0	600250	Alarms	0	1,000	1,000	1,000
9,939	4,072	6,000	3,000	600300	Equipment Maint & Repair	0	6,000	6,000	6,000
879	100	2,000	1,500	600350	Vehicle Maint & Repair	0	2,000	2,000	2,000
8	2,269	2,500	1,500	600400	Facility Needs	0	2,000	2,000	2,000
17,682	27,947	32,000	10,000	600420	Systems Repair	0	32,000	32,000	32,000
1,943	1,199	2,000	2,600	600600	Travel & Training	0	3,000	3,000	3,000
207	0	2,000	1,200	600700	Membership & Subscription	0	1,500	1,500	1,500
8,067	5,209	8,000	5,000	601500	Gas, Oil & Tires	0	6,000	6,000	6,000
3,960	4,401	5,000	5,373	601700	Insurance	0	6,000	6,000	6,000
0	360	400	0	603980	H2O Program Expenses	0	400	400	400
1,194	9,529	10,000	9,000	607500	Special Purchases	0	10,000	10,000	10,000
10,466	22,447	30,000	25,000	608000	Supplies	0	32,000	32,000	32,000
15,612	23,692	20,000	19,593	608100	Contract & Other Services	0	22,000	22,000	22,000
87,902	123,227	148,900	102,718		Materials & Services		148,400	148,400	148,400
4,380	0	0	0	630300	Transfer to General Fund	0	0	0	0
0	0	0	0	630500	Transfer to Public Works	0	0	0	0
0	12,500	12,500	12,500	631000	Transfer to PW Reserve	0	12,500	12,500	12,500
164,500	494,717	184,255	184,255	631800	Transfer to Water Reserve	0	393,608	393,608	393,608

168,880	507,217	196,755	196,755		Transfers		406,108	406,108	406,108
0	0	35,000	0	640100	Contingency	0	158,500	160,426	160,426
0	0	35,000			Contingency		158,500	160,426	160,426
238,005	251,600	259,000	259,000	702000	2012 Debt Repayment/Bond 2016	0	266,400	266,400	266,400
0	165,962	159,618	159,618	702500	Rev Bond 2016 - Interest/Fees	0	151,848	151,848	151,848
0	0	0	0	709000	Debt Service Reserve	0	0	0	0
238,005	417,562	418,618	418,618		Debt Service & Fees		418,248	418,248	418,248
724,992	1,271,074	1,059,858	982,722		WATER DISTRIBUTION TOTAL	3.01	1,399,415	1,400,378	1,400,378
1,996,021	2,095,771	1,749,272	2,166,757		FUND REVENUE		2,094,297	2,094,297	2,094,297
1,527,883	1,906,140	1,749,272	1,574,045		FUND EXPENDITURES		2,094,297	2,094,297	2,094,297
468,137	189,631	0	592,712		FUND TOTAL	6.17	0	0	0

Capital Expenditure Detail

Department:	Water Reserve fund
Purchase item:	Water main line replacement
Cost of item:	\$40,000
Budget line item:	041-410-620520
Replacement:	Existing water line-French Street
Ongoing Impact:	The existing water line is well past its expected life, This project would significantly lower the odds of a water main rupture or significant leaks that would result in cutting and removing NEWLY laid asphalt on French Street

Explanation of need for purchase:

To up-grade existing 8" AC water main line with C-900 water main to allow Paving of French Street from NW Sunset Dr. to Bus Hwy 20.

Capital Expenditure Detail

Department:	Water Treatment
Purchase item:	SCADA Upgrades and Maintenance
Cost of item:	\$10,000
Budget line item:	012-120-620500
Replacement:	Upgrade of present system
Ongoing Impact:	High cost of replacement of the whole system if not provide timely upgrades. Loss of the ability to run the facility efficiently off present equipment.

Explanation of need for purchase:

Treatment Plant, Mill Creek Pump Station and the Siletz River Pump Stations, require upgrades with changing operating programs.

This would include installation of new communication modules for remote monitoring and operations.

For efficient metering of chemical feeds.

Needs to be upgraded allow accurate monitoring of chemicals during emergency switch-overs of water sources during adverse weather conditions.

Capital Expenditure Detail

Department: Water Reserve Fund - Distribution

Purchase item: New Ammon Reservoir

Cost of item: \$1.1 million dollars

Budget line item: 041-410-620520

Replacement: Present Ammon Reservoir

Ongoing Impact:

Explanation of need for purchase:

The Roof of the present Ammon Reservoir was found seriously defective, upper beams are distorted and in need of replacement. This was reported and included in last year's budget but the work was not performed.

Peterson Structural Engineering, has provided 90% drawings at a cost for roof replacement of \$770,000.00, upgrades will also have to be made, to make the reservoir structurally compliant. Also, the reservoir is in need of a paint job - \$350,000.00, total maintenance cost of around \$1,000,000.00.

The engineer as estimated a new reservoir at just over \$1,000,000.00.

The reservoir is in need of maintenance and rebuilding.

It is past its useful life in the condition it is presently in.

Catastrophic failure is a possibility under normal operations and will have a greater risk with any form of earth movement.

Capital Expenditure Detail

Department:	Water Reserve fund
Purchase item:	Mill Creek Line Replacement
Cost of item:	\$350,000
Budget line item:	041-410-626400
Replacement:	Existing AC Line
Ongoing Impact:	Loss of raw water flow to the treatment plant. Using the Siletz River at times with turbid water that can block the feed of water to the filter plant. Doubling or more of the treatment costs if turbid water is used from the Siletz River in the winter. Possible violation of State treatment parameters

Explanation of need for purchase:

Constant failure of the present Mill Creek line, it has been identified in several Engineering Reports that the line is well past its useful life.

This will help replace 1/3 of the line in the lower field, some of the line being under buildings.

A broader more itemized description can be found in the Water Master Plan, December 2016.

This plans out to be a three year, 3 phase project with the majority of the work being completed by city crews. A great amount of coordination with the Siletz Tribe & Environmental agencies could possibly slow the progress of construction.

Capital Expenditure Detail

Department: Water Reserve fund

Purchase item: Generator installation

Cost of item: \$600,000

Budget line item: 041-410-620520

Replacement:

Ongoing Impact: Back up power for Siletz pump station for the life of the generator.
Expected life of generator is 30 + years.

Explanation of need for purchase:

To provide an electrical power source in the event of a power failure to operate the Siletz intake Pump Station.

In December of 2020, Toledo suffered a major storm that caused a break in the Millcreek Supply line and in the same storm, on the same day, power lines near the Siletz Pump station were damaged by falling trees, losing power to the pump station, leaving the city of Toledo with NO water source. Placing a generator at the Siletz pump station would provide the station with power to continue to supply water to the treatment plant in such situations.

Capital Expenditure Detail

Department:	Water Reserve Fund
Purchase item:	Water Treatment Plant Blacktop
Cost of item:	\$147,500
Budget line item:	041-410-620520
Replacement:	Facility asphalt surroundings
Ongoing Impact:	Ongoing damage to present surface, gates that no longer be made secure due to uneven surface of the ground

Explanation of need for purchase:

Treatment Plant blacktop surface is worn out, separated and uneven.

This is proving to be challenge to drive equipment across, drainage issues.

Asphalt is broken up in spots that are allowing water to get underneath and cause washout damage during hi rains, would be prudent to resurface before more damage is done.

Capital Expenditure Detail

Department: Water Reserve fund

Purchase item: Water Main Line Re-locate

Cost of item: \$35,000

Budget line item: 041-410-620520

Replacement: Partial replacement in different location

Ongoing Impact: Higher water pressure for approximately six residences

Explanation of need for purchase:

To remove existing 2" water mainline from current location near Rock Park and provide better pressure for near-by residences that are currently supplied from existing line.

2018-2019 Actuals	2019-2020 Actuals	2020-2021 Adopted	2020-2021 Est. Actuals	Account Number	Description	FTE	2021-2022 Proposed	2021-2022 Approved	2021-2022 Adopted
WATER RESERVE FUND									
041-000 Revenue									
1,332,163	1,500,140	2,152,857	2,145,364	400100	Beginning Fund Balance	0	2,065,979	2,065,979	2,065,979
36,402	35,040	30,000	17,160	400400	Interest	0	17,160	17,160	17,160
304,000	669,717	308,955	308,955	400600	Transfer from Water	0	518,308	518,308	518,308
480	0	0	0	402700	Refunds & Misc	0	0	0	0
0	0	0	0	404000	Seal Rock Payment	0	72,500	72,500	72,500
1,673,045	2,204,896	2,491,812	2,471,479		Revenue Total		2,673,947	2,673,947	2,673,947
041-410 Expenditures									
17,548	16,549	20,000	12,500	600420	Systems Repair	0	25,000	25,000	25,000
14,451	28,376	150,000	3,000	608100	Contract & Other Services	0	150,000	150,000	150,000
31,999	44,925	170,000	15,500		Materials & Services		175,000	175,000	175,000
0	0	150,000	20,000	620500	Equipment	0	150,000	150,000	150,000
140,907	13,163	1,871,812	220,000	620520	Systems	0	1,992,680	1,992,680	1,992,680
0	0	300,000	150,000	626400	Master Plan Improvements	0	356,267	356,267	356,267
140,907	13,163	2,321,812	390,000		Capital Outlay		2,498,947	2,498,947	2,498,947
0	0	0	0	608500	Loan Repayment	0	0	0	0
0	0	0	0		Debt Service		0	0	0
1,673,045	2,204,896	2,491,812	2,471,479		FUND REVENUE		2,673,947	2,673,947	2,673,947
172,905	58,088	2,491,812	405,500		FUND EXPENDITURES		2,673,947	2,673,947	2,673,947
1,500,140	2,146,808	0	2,065,979		FUND TOTAL		0	0	0

PUBLIC WORKS DEPARTMENT – WASTEWATER DIVISION

This fund assures that the City of Toledo sanitary sewer wastewater is safely collected, treated, and returned to the environment as required by the departments National Pollutant Discharge Elimination System (NPDES) permit meeting all state and federal regulations.

The wastewater treatment plant is staffed by two full time equivalent (FTE) who are responsible for the day to day operations of the wastewater treatment facility.

Accomplishments 2020-2021

Accomplishments

- Cleaned pollutants from 261,897,000 gallons of water
- Obtained two replacement screens for the heli-seive
- Fixed the gear box retaining mechanism for the heli-seive
- Lead operator obtained Wastewater Treatment III Certification
- Junior Plant Operator obtained Backflow Certification and Cross Connection Certifications

Challenges

- Excessive high flows due to infiltration from the cities outdated collection system
- Staying in compliance with regulatory requirements due to high flows
- Obtaining necessary certifications to run a class III wastewater plant

Capital Improvements

- Engineering for renovations to 1,250 feet of effluent line below the wastewater treatment plant
- Removal of 200 tons of solids from the wastewater treatment plants drying beds

Goals 2021-2022

- Stream line bio-solids program to reduce overtime
- Recondition heli-seive
- Maintain compliance with NPDES permit
- Obtain I-pad to reduce overtime due to after hour call-ins
- Have Junior Plant Operator continue to obtain certifications
- Obtain automatic transmission sludge hauling truck to allow drivers that don't have the manual transmission endorsement to be allowed to drive it
- Maintain maintenance to ensure longevity of existing equipment
- Continue to locate and repair sources of I&I

2018-2019 Actuals	2019-2020 Actuals	2020-2021 Adopted	2020-2021 Est. Actuals	Account Number	Description	FTE	2021-2022 Proposed	2021-2022 Approved	2021-2022 Adopted
					SEWER FUND				
					Revenues				
134,541	139,034	281,320	306,401	013-000					
				400100	Beginning Fund Balance	0	236,151	236,151	236,151
1,218	3,321	3,000	2,500	400400	Interest	0	2,900	2,900	2,900
404	3,695	150	3,216	402700	Refunds & Misc	0	6,100	6,100	6,100
150	0	0	200	402720	Public Works Inspection Fee	0	300	300	300
982,708	1,155,253	1,187,116	1,170,355	404400	Sewer Charges	0	1,150,000	1,150,000	1,150,000
563	0	0	450	404500	Sewer Connection Fees	0	0	0	0
0	0	0	0	405250	Grants	0	0	0	0
1,119,584	1,301,303	1,471,586	1,483,122		REVENUE TOTAL		1,395,451	1,395,451	1,395,451

2018-2019 Actuals	2019-2020 Actuals	2020-2021 Adopted	2020-2021 Est. Actuals	Account Number	Description	FTE	2021-2022 Proposed	2021-2022 Approved	2021-2022 Adopted
SEWER FUND									
Expenditures									
013-130 Sewer Plant									
1,024	1,744	1,076	1,039	500010	City Manager	0.01	1,155	1,155	1,155
17,871	2,610	11,647	14,068	500016	Public Works Director	0.15	13,173	13,173	13,173
1,181	2,102	0	0	500018	Finance Director	0.00	0	0	0
0	379	2,215	2,190	500020	Accounting Supervisor	0.04	2,398	2,398	2,398
0	0	2,774	0	500022	Human Resources Specialist	0.05	2,943	2,943	2,943
4,878	2,696	2,885	2,773	500024	Information Systems Admin	0.10	4,745	4,745	4,745
1,177	0	0		500026	Public Works Op Supervisor	0.00	0	0	0
563	631	648	685	500028	City Recorder	0.01	717	717	717
59,147	45,835	0	0	500030	Lead/Senior Facility Ops	1.00	59,867	59,867	59,867
59,017	75,490	117,154	113,440	500038	Facility Ops	1.00	54,411	54,411	54,411
1,322	0	0	0	500045	Maint Worker 4B/Maint Tech	0.00	0	0	0
8,992	22,482	23,985	26,526	500048	Facility Operator Trainee	0.50	24,671	24,671	24,671
1,748	1,862	1,862	1,776	500053	Accounting Clerk 3	0.04	1,918	1,918	1,918
7,743	7,223	8,276	7,828	500066	Utility Billing Clerk 1	0.20	8,781	8,781	8,781
0	0	934	0	500082	City Planner	0.01	963	0	0
2,569	2,492	1,973	2,326	500084	Assistant Planner	0.05	2,655	2,655	2,655
20,594	19,468	25,000	18,400	501400	Call Time	0.00	25,000	25,000	25,000
10,522	10,499	13,500	7,858	501500	Overtime	0.00	13,500	13,500	13,500
14,693	14,636	15,500	14,775	504700	Social Security	0.00	15,500	15,500	15,500
33,093	39,457	40,000	52,098	504800	Health Insurance	0.00	47,000	47,000	47,000
4,218	3,420	5,000	5,710	504900	Workers' Comp	0.00	6,000	6,000	6,000
26,323	27,331	30,000	26,925	505000	Retirement	0.00	28,000	28,000	28,000
276,674	280,357	304,429	298,417		Personnel Services	3.16	313,397	312,434	312,434
617	821	1,000	300	600100	Office Supplies	0	500	500	500
2,573	4,729	2,700	3,722	600150	Data Processing Support	0	4,000	4,000	4,000
38,516	43,087	48,000	32,607	600210	Electricity	0	48,000	48,000	48,000
2,932	2,820	4,100	2,031	600220	Communication Services	0	3,000	3,000	3,000
18	0	100	0	600250	Alarms	0	100	100	100
12,575	16,365	20,000	3,900	600300	Equipment Maint & Repair	0	20,000	20,000	20,000
60	587	1,500	100	600350	Vehicle Maint & Repair	0	500	500	500
4,106	4,020	5,000	4,100	600400	Facility Needs	0	5,000	5,000	5,000
2,488	2,812	67,000	36,366	600420	Systems Repair	0	67,000	67,000	67,000
3,256	2,142	3,500	4,607	600600	Travel & Training	0	1,000	1,000	1,000
607	45	1,500	839	600700	Membership & Subscription	0	1,000	1,000	1,000
1,839	1,578	2,500	4,000	601500	Gas, Oil & Tires	0	2,000	2,000	2,000
29,699	32,797	40,000	42,982	601700	Insurance	0	44,000	44,000	44,000
5,570	2,917	10,000	2,077	607500	Special Purchases	0	10,000	10,000	10,000
50,200	41,977	55,000	48,000	608000	Supplies	0	54,000	54,000	54,000
22,817	28,506	27,000	30,663	608100	Contract & Other Services	0	31,000	31,000	31,000
177,872	185,203	288,900	216,294		Materials & Services		291,100	291,100	291,100
4,380	0	0	0	630300	Transfer to General Fund	0	0	0	0
0	0	0	0	630500	Transfer to Public Works	0	0	0	0
12,500	12,500	12,500	12,500	631000	Transfer to PW Reserve	0	12,500	12,500	12,500
0	0	0	0	631160	Transfer for Sewer loan pmt	0	0	0	0
10,000	10,000	50,000	50,000	631900	Transfer to Sewer Reserve	0	50,000	50,000	50,000
0	0	0	0	631950	Transfer to Stabilization Fund	0	0	0	0
26,880	22,500	62,500	62,500		Transfers		62,500	62,500	62,500

0	0	0	0	640100	Contingency	0	0	963	963
0	0	0			Contingency		0	963	963
96,645	0	0	0	702000	Revenue Bond Repayment Pr	0	0	0	0
96,645	0	0	0		Debt Service & Fees		0	0	0
578,072	488,060	655,829	577,211		SEWER PLANT TOTAL	3.16	666,997	666,997	666,997

2018-2019 Actuals	2019-2020 Actuals	2020-2021 Adopted	2020-2021 Est. Actuals	Account Number	Description	FTE	2021-2022 Proposed	2021-2022 Approved	2021-2022 Adopted
					SEWER FUND				
					Expenditures				
					013-135 Sewer Collection				
1,024	1,744	1,076	1,039	500010	City Manager	0.01	1,155	1,155	1,155
17,871	2,610	11,647	13,416	500016	Public Works Director	0.15	13,173	13,173	13,173
1,181	2,102	0	0	500018	Finance Director	0.00	0	0	0
0	379	2,215	2,190	500020	Accounting Supervisor	0.04	2,398	2,398	2,398
0	0	2,774	0	500022	Human Resources Specialist	0.05	2,943	2,943	2,943
4,878	2,696	2,885	2,773	500024	Information Systems Admin	0.10	4,745	4,745	4,745
17,654	17,390	19,132	14,270	500026	Public Works Op Supervisor	0.30	18,449	18,449	18,449
563	631	648	685	500028	City Recorder	0.01	717	717	717
20,668	18,668	19,471	19,192	500030	Lead/Senior Facility Ops	0.30	21,330	21,330	21,330
13,217	11,692	12,475	15,428	500045	Maint Worker 4B/Maint Tech	0.25	14,547	14,547	14,547
15,928	16,884	17,465	17,733	500046	Maint Worker 4A/Equip Op	0.35	19,422	19,422	19,422
1,748	1,862	1,862	1,776	500053	Accounting Clerk 3	0.04	1,918	1,918	1,918
18,175	24,814	25,068	26,772	500054	Maint/Clerical Worker 3	0.50	27,033	27,033	27,033
23,672	23,471	31,819	27,820	500057	Maintenance Worker 2	0.50	23,256	23,256	23,256
11,615	10,835	12,414	11,742	500066	Utility Billing Clerk 1	0.30	13,172	13,172	13,172
0	0	934	0	500082	City Planner	0.01	963	0	0
4,404	5,399	3,947	5,040	500084	Assistant Planner	0.10	5,753	5,753	5,753
5,252	6,291	6,700	6,000	501400	Call Time	0.00	6,700	6,700	6,700
1,110	1,252	2,500	2,500	501500	Overtime	0.00	2,500	2,500	2,500
11,584	11,061	14,000	11,250	504700	Social Security	0.00	12,100	12,100	12,100
35,774	37,901	50,000	39,900	504800	Health Insurance	0.00	41,000	41,000	41,000
68	2,725	6,000	3,500	504900	Workers' Comp	0.00	8,000	8,000	8,000
17,371	20,459	23,000	20,214	505000	Retirement	0.00	25,000	25,000	25,000
223,757	220,867	268,032	243,240		Personnel Services	3.01	266,274	265311	265311
2,054	3,607	4,500	4,200	600100	Office Supplies	0	4,600	4,600	4,600
2,755	5,233	6,500	6,360	600150	Data Processing Support	0	6,700	6,700	6,700
29,567	33,667	33,000	29,760	600210	Electricity	0	33,000	33,000	33,000
3,011	2,766	4,000	1,110	600220	Communication Services	0	3,000	3,000	3,000
4,250	4,922	4,500	4,541	600250	Alarms	0	4,800	4,800	4,800
15,080	12,475	16,000	10,624	600300	Equipment Maint & Repair	0	16,000	16,000	16,000
510	2,809	2,000	900	600350	Vehicle Maint & Repair	0	2,000	2,000	2,000
84	119	2,000	0	600400	Building Repair	0	2,000	2,000	2,000
15,220	13,017	20,000	19,000	600420	Systems Repair	0	40,000	40,000	40,000
1,729	1,213	2,500	2,000	600600	Travel & Training	0	2,000	2,000	2,000
207	0	1,200	500	600700	Membership & Subscription	0	600	600	600
5,519	5,435	6,500	5,000	601500	Gas, Oil & Tires	0	5,000	5,000	5,000
3,960	4,401	4,600	4,600	601700	Insurance	0	5,000	5,000	5,000
2,612	7,493	28,000	16,000	607500	Special Purchases	0	20,000	20,000	20,000
4,383	6,524	11,000	7,600	608000	Supplies	0	10,000	10,000	10,000
19,302	21,250	16,000	15,000	608100	Contract & Other Services	0	17,000	17,000	17,000
110,242	124,930	162,300	127,195		Materials & Services		171,700	171,700	171,700
0	0	30,000	0	620500	Equipment	0	0	0	0
0	0	30,000	0		Capital Outlay		0	0	0
4,380	0	0	0	630300	Transfer to General Fund	0	0	0	0
0	0	0	0	630500	Transfer to Public Works	0	0	0	0
12,500	12,500	12,500	12,500	631000	Transfer to PW Reserve	0	12,500	12,500	12,500
0	0	0	0	631160	Transfer for Sewer loan pmt	0	0	0	0
0	0	139,743	139,743	631900	Transfer to Sewer Reserve	0	45,028	45,028	45,028
16,880	12,500	152,243	152,243		Transfers		57,528	57,528	57,528
0	0	40,000	0	640100	Contingency	0	69,000	69,963	69,963

0	0	40,000	0		Contingency		69,000	69,963	69,963
51,600	88,400	91,000	91,000	702000	DEQ Loan Repayment-Principa	0	93,600	93,600	93,600
0	59,938	56,082	56,082	702500	Rev Bond 2016 - Interest/Fees	0	53,352	53,352	53,352
0	0	16,100	0	703000	W/WW Loan 2019 - Principal	0	17,000	17,000	17,000
0	0	0	0	703500	W/WW Loan 2019 Int & Fees	0	0	0	0
0	0	0	0	709000	Debt Service Reserve	0	0	0	0
51,600	148,338	163,182	147,082		Debt Service & Fees		163,952	163,952	163,952
402,479	506,635	815,757	669,760		SEWER COLLECTION TOTAL	3.01	728,454	728,454	728,454
1,119,584	1,301,303	1,471,586	1,483,122		FUND REVENUE		1,395,451	1,395,451	1,395,451
980,550	994,695	1,471,586	1,246,971		FUND EXPENDITURES		1,395,451	1,395,451	1,395,451
139,034	306,608	0	236,151		FUND TOTAL	6.17	0	0	0

Capital Expenditure Detail

Department: Sewer Reserve- Waste Water

Purchase item: Main Line CIPP INSTALL

Cost of item: \$50,000

Budget line item: 042-420-600420

Replacement (Y/N)

Ongoing Impact(s):

Explanation of need for purchase:

To Install CIPP liner in section of wastewater main line crossing the brackish slough at 10th St. & Sturdevant Rd. This section of wastewater mainline is submerged in brackish water during medium to high tides and absorbing the water into our wastewater plant causing increased levels of Inflow and Infiltration (I & I) along with salts that make it very difficult to treat the wastewater per Department of Environmental Quality standards.

This will help to reach our goal to cut the amount of I & I into the WWTP and help reduce amount of cost for chemicals needed to reach the standards for safe discharge of effluent waters.

Capital Expenditure Detail

Department: Sewer Reserve – Waste Water

Purchase item: Main Line Re-locate

Cost of item: \$325,000

Budget line item: 042-420-608400

Replacement:

Ongoing Impact:

Explanation of need for purchase:

To up-grade existing effluent line to adequate status in event of high inflow to wastewater treatment plant. To provide adequate discharge of effluent materials from the Wastewater Treatment Plant to Yaquina River without back-up and overflow that is reported to the Department of Environmental Quality.

Capital Expenditure Detail

Department: Sewer Reserve – Waste Water

Purchase item: Inflow & Infiltration Field Work

Cost of item: \$150,000

Budget line item: 042-420-620550

Replacement:

Ongoing Impact(s): Continue to decrease the clean water flows yearly through aggressive wastewater line repairs and manhole re-lining throughout the system.

Explanation of need for purchase:

To continue the framework of reducing Inflow & Infiltration into the city's wastewater system reducing WWTP flooding, This is an ongoing effort in compliance with DEQ MAO's and helps greatly in our relationship with DEQ.

Capital Expenditure Detail

Department:	Public Works – Sewer
Purchase item:	Sewer main extension
Cost of item:	\$1.3 million
Budget line item:	042-420-608400
Replacement:	
Ongoing Impact:	Continuation of sewer service to new growth areas of Toledo. Increase Revenue for sewer funds

Explanation of need for purchase:

To extend Sanitary Sewer North on Sturdevant Road to serve new development to property currently in the process of being annexed into the City of Toledo.

2018-2019 Actuals	2019-2020 Actuals	2020-2021 Adopted	2020-2021 Est. Actuals	Account Number	Description	FTE	2021-2022 Proposed	2021-2022 Approved	2021-2022 Adopted
SEWER RESERVE									
Revenue									
319,970	188,727	250,227	141,170	400100	Beginning Fund Balance	0	157,541	157,541	157,541
8,800	4,322	4,000	1,138	400400	Interest	0	1,138	1,138	1,138
10,000	10,000	189,743	189,743	400500	Transfer from Sewer Fund	0	95,028	95,028	95,028
0	0	0	0	401120	Transfer for Sewer Loan Pr	0	0	0	0
1,750	0	0	0	402700	Refunds & Misc	0	0	0	0
0	552,561	1,350,000	0	405400	Loan Proceeds	0	1,350,000	1,350,000	1,350,000
340,519	755,610	1,793,970	332,051		Revenue Total		1,603,707	1,603,707	1,603,707
Expenditures									
18,509	0	261,970	64,510	600420	Systems Repair	0	63,707	63,707	63,707
9,157	18,873	12,000	10,000	608100	Contract & Other Services	0	20,000	20,000	20,000
5,656	497,173	1,350,000	0	608400	DEQ Loan Expenditures	0	1,350,000	1,350,000	1,350,000
33,322	516,046	1,623,970	74,510		Materials & Services		1,433,707	1,433,707	1,433,707
0	0	0	0	608500	Loan Repayment	0	0	0	0
80,000	14,400	20,000	0	620500	Equipment	0	20,000	20,000	20,000
0	0	0	0	620520	Systems	0	0	0	0
38,470	83,899	150,000	100,000	620550	I & I Improvement	0	150,000	150,000	150,000
80,000	14,400	170,000	100,000		Capital Outlay		170,000	170,000	170,000
0	0	0	0	702100	Revenue Bond Repayment	0	0	0	0
0	0	0	0	702200	DEQ Loan Repayment	0	0	0	0
0	0	0	0	709000	Debt Service Reserve	0	0	0	0
0	0	0	0		Debt Services		0	0	0
340,519	755,610	1,793,970	332,051		FUND REVENUE		1,603,707	1,603,707	1,603,707
113,322	530,446	1,793,970	174,510		FUND EXPENDITURES		1,603,707	1,603,707	1,603,707
227,197	225,164	0	157,541		FUND TOTAL		0	0	0

2018-2019 Actuals	2019-2020 Actuals	2020-2021 Adopted	2020-2021 Est. Actuals	Account Number	Description	FTE	2021-2022 Proposed	2021-2022 Approved	2021-2022 Adopted
					CC Strategic Reserve				
					Revenue				
45,983	47,990	41,990	42,064	020-000					
				400100	Beginning Fund Balance	0	70,164	70,164	70,164
1,256	1,103	900	350	400400	Interest	0	350	350	350
0	0	0	27,750	402700	Refunds & Misc	0	0	0	0
		40,000	40,000	401000	Trans from General Fund	0	0	0	0
750	0	10,000	0	405400	Loan Repayment	0	10,000	10,000	10,000
47,990	49,093	92,890	110,164		Revenue Total		80,514	80,514	80,514
					Expenditures				
0	0	77,890	40,000	607500	Special Purchases	0	65,514	65,514	65,514
0	7,000	15,000	0	608100	Contract & Other Services	0	15,000	15,000	15,000
0	7,000	92,890	40,000		Materials & Services		80,514	80,514	80,514
0	0	0	0	628200	Public Improvements	0	0	0	0
0	0	0	0		Capital Outlay		0	0	0
47,990	49,093	92,890	110,164		FUND REVENUE		80,514	80,514	80,514
0	7,000	92,890	40,000		FUND EXPENDITURES		80,514	80,514	80,514
47,990	42,093	0	70,164		FUND TOTAL	0	0	0	0

2018-2019 Actuals	2019-2020 Actuals	2020-2021 Adopted	2020-2021 Est. Actuals	Account Number	Description	2021-2022 FTE	2021-2022 Proposed	2021-2022 Approved	2021-2022 Adopted
DEBT SERVICE									
Revenue									
26,044	29,935	29,309	28,451	400100	Beginning Fund Balance	0	25,283	25,283	25,283
163,235	167,477	165,000	165,000	400200	Current Taxes	0	170,600	170,600	170,600
5,971	4,669	5,000	4,232	400300	Delinquent Taxes	0	4,000	4,000	4,000
686	728	700	200	400400	Interest	0	200	200	200
195,935	202,809	200,009	197,883		Revenue Total		200,083	200,083	200,083
Expenditures									
135,000	145,000	150,000	150,000	701000	2005 GO Principal	0	155,000	155,000	155,000
31,000	26,950	22,600	22,600	71100	2005 GO Interest	0	19,600	19,600	19,600
166,000	171,950	172,600	172,600		Debt Services		174,600	174,600	174,600
0	0	27,409	0	801000	Unappropriated Surplus	0	25,483	25,483	25,483
0	0	27,409	0		Unappropriated Surplus		25,483	25,483	25,483
195,935	202,809	200,009	197,883		FUND REVENUE		200,083	200,083	200,083
166,000	171,950	200,009	172,600		FUND EXPENDITURES		200,083	200,083	200,083
29,935	30,859	0	25,283		FUND TOTAL		0	0	0

2018-2019	2019-2020	2020-2021	2020-2021	Account			2021-2022	2021-2022	2021-2022
Actuals	Actuals	Adopted	Est. Actuals	Number	Description	FTE	Proposed	Approved	Adopted
FORFEITURE REVENUE FUND									
				026-000	Revenue				
4,107	4,219	4,309	4,314	400100	Beginning Fund Balance	0	4,349	4,349	4,349
112	97	75	35	400400	Interest	0	40	40	40
0	0	0	0	402700	Refunds & Misc	0	0	0	0
0	0	1,000	0	406260	Local Forfeiture Revenue	0	1,000	1,000	1,000
4,219	4,317	5,384	4,349		Revenue Total		5,389	5,389	5,389
Expenditures									
0	0	5,384	0	026-260					
0	0	5,384	0	606260	Local Forfeiture Revenue	0	5,389	5,389	5,389
					Materials & Services		5,389	5,389	5,389
4,219	4,317	5,384	4,349		FUND REVENUE		5,389	5,389	5,389
0	0	5,384	0		FUND EXPENDITURES		5,389	5,389	5,389
4,219	4,317	0	4,349		FUND TOTAL		0	0	0

2018-2019 Actuals	2019-2020 Actuals	2020-2021 Adopted	2020-2021 Est. Actuals	Account Number	Description	2021-2022 FTE	2021-2022 Proposed	2021-2022 Approved	2021-2022 Adopted
REVOLVING LOAN FUND									
Revenue									
58,465	60,313	61,613	61,664	030-000	Beginning Fund Balance	0	61,695	61,695	61,695
1,598	1,392	1,200	500	400100	Interest	0	600	600	600
250	0	0	0	400400	Loan Repayment	0	0	0	0
60,313	61,705	62,813	62,164	405400	Revenue Total		62,295	62,295	62,295
Expenditures									
0	0	62,813	0	030-300	Contract Services	0	62,295	62,295	62,295
0	0	62,813	0	608100	Materials & Services		62,295	62,295	62,295
60,313	61,705	62,813	62,164	FUND REVENUE					
0	0	62,813	0	FUND EXPENDITURES					
60,313	61,705	0	62,164	FUND TOTAL					
							0	0	0

2018-2019	2019-2020	2020-2021	2020-2021	Account		2021-2022	2021-2022	2021-2022
Actuals	Actuals	Adopted	Est. Actuals	Number	Description	FTE	Proposed	Approved
							Adopted	
					SOLID WASTE FUND			
				031-000	Revenue			
180,325	189,185	197,768	196,255	400100	Beginning Fund Balance	0	201,290	201,290
4,927	4,369	4,200	1,670	400400	Interest	0	1,700	1,700
7,746	10,358	7,900	7,880	403950	User Fees	0	7,900	7,900
192,998	203,911	209,868	205,805		Revenue Total		210,890	210,890
				031-310	Expenditures			
3,814	7,524	209,868	4,515	608100	Contract & Other Services	0	210,890	210,890
3,814	7,524	209,868	4,515		Materials & Services		210,890	210,890
192,998	203,911	209,868	205,805		FUND REVENUE		210,890	210,890
3,814	7,524	209,868	4,515		FUND EXPENDITURES		210,890	210,890
189,185	196,387	0	201,290		FUND TOTAL		0	0

2018-2019 Actuals	2019-2020 Actuals	2020-2021 Adopted	2020-2021 Est. Actuals	Account Number	Description	2021-2022 FTE	2021-2022 Proposed	2021-2022 Approved	2021-2022 Adopted
FOOTPATHS & BICYCLE TRAILS FUND									
				050-000	Revenue				
19,862	23,160	26,060	26,150	400100	Beginning Fund Balance	0	29,263	29,263	29,263
543	536	450	238	400400	Interest	0	250	250	250
2,755	2,472	2,000	2,875	402400	Oregon State Highway Tax	0	3,000	3,000	3,000
0	0	0	0	402700	Refunds & Misc	0	0	0	0
23,160	26,168	28,510	29,263		Revenue Total		32,513	32,513	32,513
				050-500	Expenditures				
0	0	28,510	0	620520	Systems	0	32,513	32,513	32,513
0	0	28,510	0		Capital Outlay		32,513	32,513	32,513
23,160	26,168	28,510	29,263		FUND REVENUE		32,513	32,513	32,513
0	0	28,510	0		FUND EXPENDITURES		32,513	32,513	32,513
23,160	26,168	0	29,263		FUND TOTAL		0	0	0

2018-2019 Actuals	2019-2020 Actuals	2020-2021 Adopted	2020-2021 Est. Actuals	Account Number	Description	FTE	2021-2022 Proposed	2021-2022 Approved	2021-2022 Adopted
SYSTEMS DEVELOPMENT FUND									
060-000 Revenue									
477,380	528,212	577,188	576,400	400100	Beginning Fund Balance	0	656,800	656,800	656,800
13,044	11,829	10,000	4,900	400400	Interest	0	5,000	5,000	5,000
0	0	0	0	402700	Refunds & Misc	0	0	0	0
20,702	16,201	10,000	40,000	405000	Water SDCs	0	10,400	10,400	10,400
10,266	10,400	4,000	25,000	405025	Wastewater SDCs	0	10,400	10,400	10,400
3,353	4,841	2,200	5,000	405050	Storm Drainage SDCs	0	2,000	2,000	2,000
3,466	4,917	2,200	5,500	405075	Transportation SDCs	0	2,000	2,000	2,000
528,212	576,399	605,588	656,800	Revenue Total			686,600	686,600	686,600
060-600 Expenditures									
0	0	425,588	0	620600	Water Systems	0	446,400	446,400	446,400
0	0	140,000	0	620610	Wastewater Systems	0	173,400	173,400	173,400
0	0	20,000	0	620620	Storm Drain Systems	0	32,000	32,000	32,000
0	0	20,000	0	620630	Transportation Systems	0	34,800	34,800	34,800
0	0	605,588	0	Capital Outlay			686,600	686,600	686,600
528,212	576,399	605,588	656,800	FUND REVENUE			686,600	686,600	686,600
0	0	605,588	0	FUND EXPENDITURES			686,600	686,600	686,600
528,212	576,399	0	656,800	FUND TOTAL			0	0	0

2018-2019 Actuals	2019-2020 Actuals	2020-2021 Adopted	2020-2021 Est. Actuals	Account Number	Description	2021-2022 FTE	2021-2022 Proposed	2021-2022 Approved	2021-2022 Adopted
					GRANT FUND				
					Revenue				
98,875	102,004	97,904	98,527	065-000 400100	Beginning Fund Balance	0	98,776	98,776	98,776
2,688	2,351	1,600	820	400400	Interest	0	820	820	820
4,200	0	0	0	402700	Refunds & Misc	0	0	0	0
0	3,900	64,640	54,640	405250	Grants	0	60,000	60,000	60,000
0	0	15,000	0	405270	Planning Grants	0	15,000	15,000	15,000
				405280	American Rescue Plan			370,000	370,000
900	0	0	0	405330	Explorer Program	0	0	0	0
106,663	108,254	179,144	153,987		Revenue Total		174,596	544,596	544,596
					Expenditures				
4,157	9,661	10,000	571	065-650 605250	Grants	0	9,429	9,429	9,429
0	0	10,000	10,000	605260	Main St Program	0	50,000	50,000	50,000
0	0	75,000	0	605270	Planning Grants	0	75,000	75,000	75,000
				605280	American Rescue Plan Expenses			370,000	370,000
502	0	0	0	605330	Explorer Program	0	0	0	0
4,659	9,661	95,000	10,571		Materials & Services		134,429	504,429	504,429
0	0	1,504	0	625250	Grants	0	2,167	2,167	2,167
0	0	0	0	625340	ODOT Grants	0	0	0	0
0	0	38,000	0	625350	Petroleum Trust	0	38,000	38,000	38,000
0	0	0	0	625370	Drinking Water Source Protect	0	0	0	0
		44,640	44,640	605380	Electric Veh Charging Stations	0	0	0	0
0	0	84,144	44,640		Capital Outlay		40,167	40,167	40,167
106,663	108,254	179,144	153,987		FUND REVENUE		174,596	544,596	544,596
4,659	9,661	179,144	55,211		FUND EXPENDITURES		174,596	544,596	544,596
102,004	98,593	0	98,776		FUND TOTAL		0	0	0

2018-2019 Actuals	2019-2020 Actuals	2020-2021 Adopted	2020-2021 Est. Actuals	Account Number	Description	2021-2022 FTE	2021-2022 Proposed	2021-2022 Approved	2021-2022 Adopted
STABILIZATION FUND									
Revenue									
911,623	950,640	469,260	470,688	075-000					
				400100	Beginning Fund Balance	0	484,042	484,042	484,042
24,910	21,606	20,000	4,000	400400	Interest	0	4,000	4,000	4,000
0	0	0	0	400500	Transfer from Sewer	0	0	0	0
0	0	0	0	400600	Transfer from Water	0	0	0	0
0	0	0	0	401000	Transfer from General Fund	0	0	0	0
0	0	0	0	401170	Transfer from Public Works	0	0	0	0
15,257	3,665	10,000	12,213	402700	Refunds & Misc	0	10,000	10,000	10,000
0	0	0	0	405400	Loan Proceeds	0	0	0	0
951,790	975,912	499,260	486,901		Revenue Total		498,042	498,042	498,042
Expenditures									
0	1,039	3,000	2,859	075-750					
0	500,000	246,260	0	608500	Employee Appreciation	0	3,500	3,500	3,500
0	3,868	50,000	0	608600	Retirement Expenses	0	244,542	244,542	244,542
0	0	0	0	608700	Insurance Expenses	0	50,000	50,000	50,000
1,150	0	200,000	0	608800	Revenue Stabilization	0	200,000	200,000	200,000
1,150	504,907	499,260	2,859		Materials & Services		498,042	498,042	498,042
0	0	0	0	630300	Transfer to General Fund	0	0	0	0
0	0	0	0	630700	Transfer to Sewer Fund	0	0	0	0
0	0	0	0		Transfers		0	0	0
951,790	975,912	499,260	486,901		FUND REVENUE		498,042	498,042	498,042
1,150	504,907	499,260	2,859		FUND EXPENDITURES		498,042	498,042	498,042
950,640	471,005	0	484,042		FUND TOTAL		0	0	0

2018-2019 Actuals	2019-2020 Actuals	2020-2021 Adopted	2020-2021 Est. Actuals	Account Number	Description	2021-2022 FTE	2021-2022 Proposed	2021-2022 Approved	2021-2022 Adopted
Public Safety Building Remodel Fund									
080-000 Revenue									
0	0	0	0	400100	Beginning Fund Balance	0	0	0	0
0	0	0	0	400400	Interest	0	0	0	0
0	0	5,000,000	0	405400	Proceeds from Loan	0	5,000,000	0	0
0	0	5,000,000	0		Revenue Total		5,000,000	0	0
080-850 Expenditures									
0	0	185,000	0	620500	Equipment	0	185,000	0	0
0	0	3,500,000	0	620560	Construction Costs	0	4,000,000	0	0
0	0	1,315,000	0	620570	Contracts & Services	0	815,000	0	0
0	0	5,000,000	0		Capital Outlay		5,000,000	0	0
0	0	5,000,000	0		FUND REVENUE		5,000,000	0	0
0	0	5,000,000	0		FUND EXPENDITURES		5,000,000	0	0
0	0	0	0		FUND TOTAL		0	0	0

2018-2019	2019-2020	2020-2021	2020-2021	Account		2021-2022	2021-2022	2021-2022
Actuals	Actuals	Adopted	Est. Actuals	Number	Description	FTE	Proposed	Approved
					WATER CONSTRUCTION FUND			
				085-000	Revenue			
51,817	55,414	57,064	54,071	400100	Beginning Fund Balance	0	0	0
3,597	181	2,500	1,556	400400	Interest	0	0	0
0	0	0	0	402700	Refunds & Misc	0	0	0
0	0	0	0	404000	Seal Rock Payment	0	0	0
55,414	55,595	59,564	55,627		Revenue Total		0	0
				085-850	Expenditures			
0	1,000	59,564	55,627	620520	Systems	0	0	0
0	1,000	59,564	55,627		Materials & Services		0	0
0	0	0	0	630600	Transfer to Water	0	0	0
0	0	0	0		Transfers		0	0
55,414	55,595	59,564	55,627		FUND REVENUE		0	0
0	1,000	59,564	55,627		FUND EXPENDITURES		0	0
55,414	54,595	0	0		FUND TOTAL		0	0