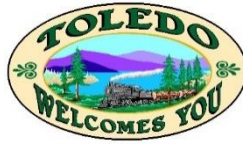


City of Toledo, Oregon



**Adopted Budget
Fiscal Year 2018-2019**



City of Toledo
Toledo, Oregon

ADOPTED BUDGET DOCUMENT

2018 – 2019 FISCAL YEAR

BUDGET COMMITTEE MEMBERS

Jim Chambers

Larry Davis

Randy Getman

Heather Fortner

Heather Jukich

Gregg Harrison

Stuart Strom

CITY COUNCIL MEMBERS

Billie Jo Smith, Mayor

Terri Strom, Council President

William Dalbey, Councilor

Deanne Dunlap, Councilor

Michele Johnson, Councilor

Jackie Kauffman, Councilor

Joshua Smith, Councilor

Budget Officer

Craig Martin, City Manager

Introduction

*Adopted Annual Budget for the fiscal year
beginning July 1, 2018 through June 30, 2019*



Reader's Guide to the City of Toledo's Budget

This guide is intended to assist readers in finding information in the City of Toledo's fiscal year (FY) 2018-2019 Annual Budget book.

- ◇ **Introduction:** This section includes the budget message, city organization chart, mission statement and goals, as well as Toledo history and demographical information.
- ◇ **Policies and Budget Development:** This section contains the City's financial and budgetary policies and guidelines, an overview of the budget process, the 2018-2019 Budget calendar and budget frequently asked questions (FAQs).
- ◇ **Budget Summary and Overview:** This section provides information on Toledo's budget including a budget matrix and budget summary. The budget summary contains revenue summaries for property taxes, franchise fees, state shared revenues, water sales, sewer fees, intergovernmental services and utility fees.
- ◇ **Budget Detail:** This section includes the departmental activities and appropriations for the City's operating funds.
- ◇ **References:** This section includes a glossary of municipal finance terms.

BUDGET MESSAGE FISCAL YEAR 2018-2019



May 2, 2018

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 2018 -2019 fiscal year.

The budget document represents the third year of a new presentation format that continues several changes made previously, as well as some new changes to improve the ease of understanding the City Budget and how the information it contains translates into the services the city provides to the community throughout the year.

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

- ❖ **Reader's Guide** – The Reader's Guide allows people to navigate the budget with greater ease with a quick summary of the types of information to be found in each of the budget's five major sections.
- ❖ **City History and Community Profile** – These sections provide historical context for what Toledo was and how it is today.
- ❖ **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.
- ❖ **Overview of the Budget Process** – The Overview of the budget process portion takes the reader through the budget process, start to finish, and helps them to understand how the document they are reading was developed. Budget frequently asked questions (FAQ) – similar to the previous section, the Budget FAQ section is intended to inform and clarify what might seemingly be thought of as a very complex and behind-the-scenes process.
- ❖ **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.
- ❖ **Public Works Internal Service Fund** – This fund is proposed as being closed and the funds it previously carried have been reallocated to existing Public Works Operating Funds.
- ❖ **Personnel Allocation by Department** – The Various Department funds now contain a detailed accounting of the personnel costs by category and position to further clarify personnel expenses.

BUDGET SUMMARY

The total budget for this fiscal year is \$17,592,949. This is approximately a 9% decrease over last year, due mostly to the completion of several capital outlay projects that we carried over in the previous budget, and the reduction of inter fund transfers within the general fund.

The proposed budget as presented in this document is balanced, in that expected revenues and anticipated expenditures align with each other. As always, funds will require monitoring should projected revenues decline, but overall, ongoing operations are fully funded with anticipated revenues and reserves. Some significant changes to the budget are as follows:

Revenues

- ❖ The City's electricity franchise rate increased from 4.25% to 5.0% in the 2016 – 2017 FY. This increase along with rate increases and increased electrical consumption is estimated to continue to bring in an additional \$200,000.00 annually in revenues.
- ❖ The revenues received from the Lincoln County Library District are estimated to be down slightly from the previous year at \$84,515.00
- ❖ Revenue from the Toledo Rural Fire Protection District is projected to be the same as the previous year at an estimated \$155,000.00.
- ❖ State shared Marijuana tax revenue is expected to be received in this budget cycle although the amount the City will receive has yet to be determined.
- ❖ Solid Waste Franchise revenues are projected to increase slightly due to increased solid waste collection services within the City.
- ❖ Swimming Pool revenue will no longer be received due to the transfer of pool operations to the Greater Toledo Pool and Recreation District.
- ❖ Transfers from Streets, Sewer and water funds have been reduced and reallocated into their respective enterprise funds.
- ❖ The combined unappropriated ending fund balance is projected to increase by approximately \$1.3 M.

Expenditures

- ❖ Staffing levels are proposed to see a net reduction of -2.67 FTE due to the elimination of Swimming Pool personnel and the Assistant City Recorder position.
- ❖ The Budget includes funding for a 1.0 FTE City Planner position and a 1.0 FTE Treatment Plant Operator Trainee position subject to City Council Approval.
- ❖ This budget reflects anticipated increases in wages and compensation as the result of Collective Bargaining Agreements and other projected cost of living wage increases.
- ❖ General Fund Contract services has been increased to reflect continued outsourcing of legal services for the City Attorney/Legal services.
- ❖ Funds have been reserved to address a position classification and wage review for non-represented personnel per previous Council direction.
- ❖ This budget reflects the third year of carrying expenditures in the Property Maintenance Department so that Facilities Maintenance operations has direct access to the funds.
- ❖ The budget contains funding for professional engineering and architectural services for the initial design and renovation of the Public Safety Building acquired by the City in 2017.

CITY COUNCIL GOALS

The proposed budget reflects the anticipated regular work plan for this next year and as such is aligned with the City Council's 2017 – 2018 goals, as well as the proposed priority Goal areas for the 2018 – 2019 fiscal year. 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. The following items are highlighted as specific budgetary provisions responsive to the City Council Goals and priority actions for the 2018 – 2019 Fiscal Year:

Infrastructure: Maintain and improve public infrastructure and facilities

- The budget includes funding for inflow and Infiltration work as well as Sewer infrastructure repairs and wastewater system upgrades.

Financial Security: Be fiscally responsible and maximize available revenue

- The proposed budget identifies the possibility of wastewater infrastructure improvement loans and/or grants to improve wastewater infrastructure and reduce Inflow and Infiltration problems.

Public Safety: Assure and provide services that protect the public

- The proposed Budget includes funding for the beginning of renovation of the Public Safety Building

City Services and Departments: Provide and support a highly qualified and motivated City workforce

- The proposed budget includes funding for contractual and cost of living wage increases as well as a classification and wage study to determine equitable and competitive wages for City personnel.

Community Collaboration: Collaborate with existing and potential partners and promote civic participation

- The proposed Budget continues funding for the Community Enhancement and In Kind Services program to support local community groups and activities.

Quality of Life: Maintain and enhance characteristics that assure Toledo is a good place to be

- The proposed Budget includes funding to hire a full time City Planner position for increased community and economic development activities in the City.
- The proposed budget includes funding to preserve and maintain community assets including historic City Hall, community murals, streetscapes and artwork.

Economic Development: Promote economic growth

- The proposed budget includes economic development funding to support local economic development opportunities.

LOOKING FORWARD

Absent any unanticipated significant increases in expenditures, the proposed 2018 – 2019 Budget represents continued progress towards reducing the projected gap of revenues versus expenditures previously estimated. The greatest challenge facing the city over the next several years will be in generating additional funds to maintain, repair and/or replace aging infrastructure while maintaining the desired levels of services in all departments and programs the City provides. To further illustrate this challenge, I would like to share a portion of some very insightful comments recently made by our Assistant Library Director, Harrison Baker:

"The moment we come to see our parks, our libraries, our community programs not as parts of the life we build for ourselves and for each other, but simply as dollars taken from us, then we have forfeited part of what it means to be a citizen--to be a member of a community. We need our fire department, our police, our city infrastructure, and so do we need a healthy and vibrant community for these services to maintain and protect. As a community, we can and must set goals higher than "the current big issue. "

There is no accomplishment, no sensible pride to be taken in the kind of short-sighted false frugality that strips a town's life down to a bare living. When civic life is gone, even that bare living will follow. In

a town with "nothing much to do," the best and brightest flee to opportunities elsewhere, and hopelessness consumes the rest. Even if those left behind manage to save a few precious pennies in the process, they will have to go far afield to spend them anyway."

(Harrison Baker City of Toledo Assistant Library Director - 2018)

This proposed 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 identified in the 2017 – 2018 City Goals and priorities for the coming year. To that end, this budget is a significant component of the ongoing efforts towards enhancing the already great characteristics that make the City of Toledo such a great place to live, work, and play.

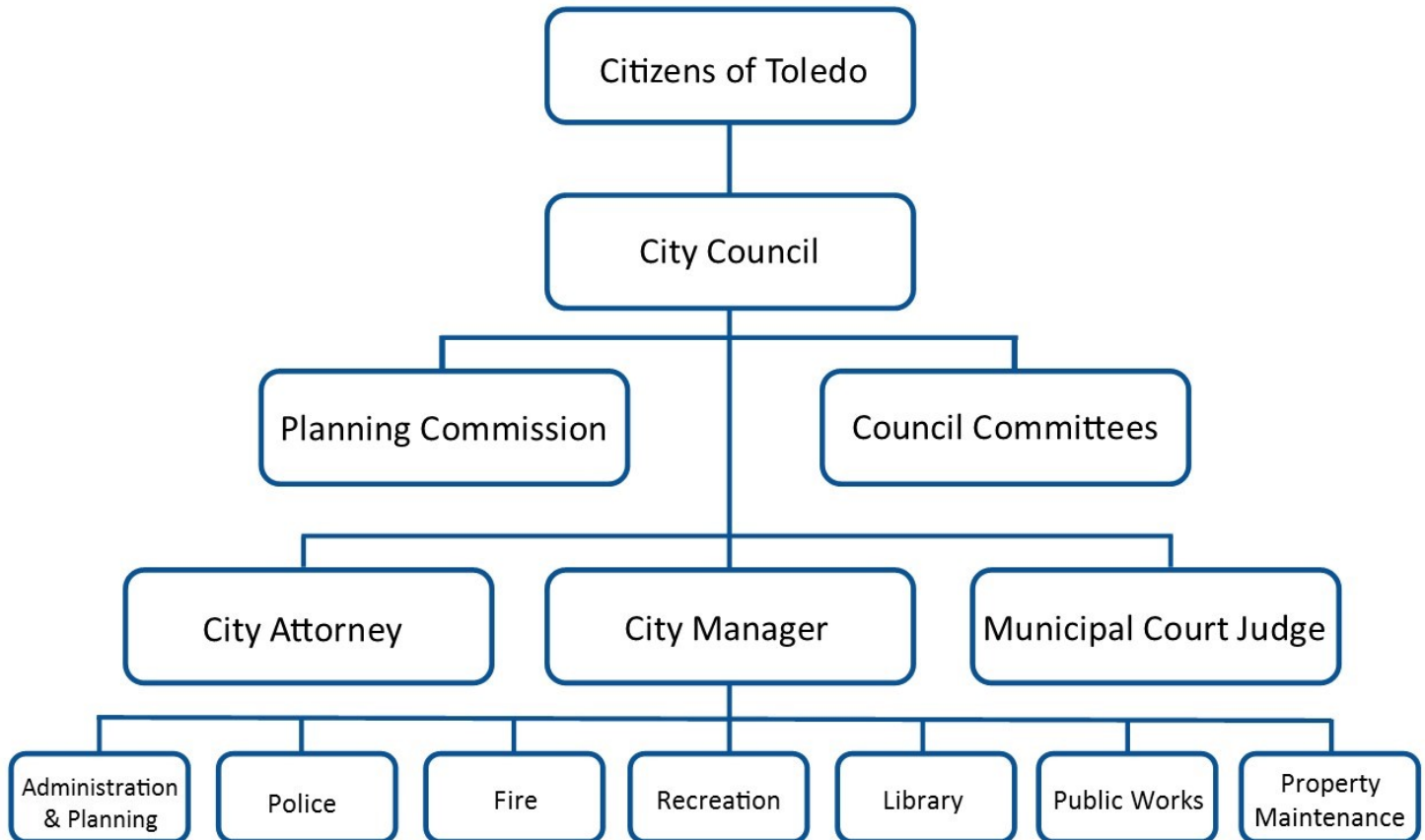
Sincerely,

A handwritten signature in blue ink, appearing to read "Craig Martin", with a stylized flourish at the end.

Craig Martin, ICMA-CM
City Manager



City of Toledo, Oregon Organization Chart



Management Staff

Craig Martin, City Manager

Lisa Figueroa, City Recorder

Dave Enyeart, Police Chief

Vacant, Finance Director

Vacant, Fire Chief

Michael J. Adams, Public Works Director

Deborah Trusty, Library Director

Policies & Budget Development

Financial and Budgetary Policies and Guidelines

Sound financial, budgetary and economic principles are part of creating a solid financial plan. Toledo's budget incorporates the following long-term and short term financial policies and guidelines.

The City strives to comply with all state laws governing budgeting and financial transactions, with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) statements. Listed below is a summary of the financial and budgetary policies adhered to by the City of Toledo.

General Policies

- Financial statements of the City are to be prepared in accordance with GAAP.
- The budget is to be prepared in accordance with Oregon local budget law. The budget is to be adopted annually, by resolution, no later than June 30th. In keeping with State law, the budget shall be balanced, in that expected revenues and anticipated expenditures align with each other.
- An external audit shall take place every year. The audit will be completed and submitted to the State no later than December 31st of the following fiscal year.
- The City will comply annually with all requirements to receive annual State Shared Revenues.
- 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

- Fifteen percent of State shared liquor and cigarette tax receipts will be made available to social service and civic organizations that provide direct services to Toledo citizens.
- All franchise fees received will be split with 60% being used for General Fund purposes and 40% being used 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 one year will be capitalized.
- In no case may total expenditure of a particular department exceed that which was appropriated by the City Council without a budget amendment approved by the City Council.

Debt

- Long term debt shall not be issued to finance ongoing operations.
- Short term borrowing or lease purchase contracts should only be considered for financing 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 for a five-year period 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 and work plan setting process.
- Capital 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 for inclusion in the CIP.
- On-going operating 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 initial tasks such as filing vacancies on the budget committee and setting the date for the first budget committee meeting begins in December. The majority of the budget adoption process takes place from February through June each year.

City department directors are responsible for preparing and submitting information about objectives, personnel changes, proposed projects and purchases, as well as any changes in daily operations or services within their area of responsibility. This information is reviewed and discussed with the City Manager and City Finance Director. At the conclusion of the initial reviews and discussions the information is used to create a requested budget.

The requested budget is reviewed by the City Manager, the Finance Director, and the Department directors and any needed adjustments are made. The end result is the development of a Proposed Budget. The Proposed Budget is submitted to the Budget Committee which consists of the Mayor, City Councilors, and seven citizen members.

Notice of the Budget Committee public hearings, which are held in May, are published in the local newspaper preceding the meeting as well as on the City's website. At the first budget committee meeting, it is typical for the Budget Officer/City Manager to deliver the Budget Message, after which the public is given a chance to comment or give testimony. For more information about public involvement, see "Citizen Involvement Opportunities" section below. The budget message explains the proposed budget and any significant changes in the City's financial position. Following the public comments, the committee recesses to the next scheduled Budget Meeting.

The Budget Committee reconvenes its public hearing on the duly noticed date and time and a presiding officer is elected by the committee members at large. The Proposed Budget is then reviewed in its entirety with Department Directors in attendance to answer questions posed by the Committee members.

When the Budget Committee is satisfied with the budget, including changes, additions to or deletions from the proposed budget, it approves the budget for submission to the City Council. When approving the budget, the Budget Committee also approves, by motion, the amount or rate of ad valorem taxes.

After the Budget committee approves the proposed budget, the Budget Officer/City Manager publishes a financial summary and notice of budget hearing in the local newspaper. The hearing is held during a regular City Council meeting (usually the second regular session in June). The purpose of the public hearing is to receive budget related testimony from citizens and provide an opportunity for citizens to discuss the approved budget with the Mayor and Councilors.

The City Council has the authority to make some changes to the approved budget. The changes can be initiated by receiving new information and/or consideration of the public testimony. The changes allowed include adjusting resources, reducing or eliminating expenditures and /or increasing expenditures on a limited basis. Increases of expenditures of the amounts approved by the budget committee are limited to not exceed more than \$5,000 or 10 percent; whichever is greater. Expenditure increases above those limits re-

quire a republishing of the budget and an additional hearing. In no case, however, may the City Council increase the taxes over the amount approved by the budget committee. The City Council then votes on a resolution, which formally adopts the budget, makes appropriations, and levies the taxes, not later than June 30.

After the budget document is finalized, it is submitted to the County Clerk and the Department of Assessment and Taxation, distributed to all members of the budget committee and City management staff. The document is posted on the City's website www.cityoftoledo.org and a hard copy is placed in the City Finance Director's office.

Citizen Involvement Opportunities

All meetings of the Budget Committee and City Council are open to the public. Citizens are encouraged to provide comment during any of these meetings during the Public Comment period of the agenda. Citizens may also testify before the City Council during the public hearing on the approved budget. The proposed budget document will be available for public review at City Hall and on the City's website for a reasonable amount of time prior to the first budget committee meeting. Copies of the entire document, or portions thereof, may be requested through the normal process of requesting public records.

Public Comment or testimony may be provided by:

1. Submitting the City's "Public Municipal Budget Request" form throughout the calendar year. The form is available at City Hall and on the City's website at www.cityoftoledo.org; or
2. Submitting a written statement at a meeting or public hearing; or
3. Speaking to the Committee or Council at their meetings during the public comment opportunities.

Changes after Adoption

Once the governing body has enacted the resolutions to adopt the budget, expenditures may not be made for any purpose in an amount greater than the amount appropriated, excepted as allowed by Oregon Revised Statute (ORS) (mainly 294.338, 463, 471, 473, and 478). Most changes require formal action in the form of a resolution or a supplemental budget. In some instances, a public hearing is required. The ORS sections mentioned above provide direction on which formal action is needed depending on the specific situation giving rise to the needed budget change; however, generally speaking, a supplemental budget is needed to create a new appropriation or a new fund transferring funds where a category of expense does not already exist in the adopted budget. Most other situations can be handled by resolution.

See Work Schedule and Budget Calendar on the next page.

PO Box 220 | Toledo, OR 97391

Phone: 541-336-2247 ext. 2110

Fax: 541-336-3512

Email: administration@cityoftoledo.org

2018-2019 Budget (Revised)

Work Schedule

February 12	Department Heads receive budget forms and information
March 2	Budget forms and information due back to the City Manager
March 2— April 13	City Manager reviews proposals, meets with department heads as needed and balances against total projected revenues. Department heads revise budgets if needed and prepare final documentation
April 16	Draft to Printer
April 27	Proposed budget document complete
May 2 6:30 PM	First budget committee meeting

Budget Calendar

April 20	Publish Notice of Budget Committee hearing (also State Revenue Sharing)
April 25	Publish 2nd Notice: Budget Committee public hearing
May 2 6:30 PM	Public Hearing for Budget Committee to receive budget document, hear budget message and hear public testimony
May 15 5:30 PM	Budget Committee public hearing continued
May 17 5:30 PM	Budget Committee public hearing continued
May 22 5:30 PM	Budget Committee public hearing (if needed)
June 1	Publish or Deliver Notice of Council's public hearing and summary of approved budget
June 20	Public Hearing before Council on budget (additional meetings, if required)
June 20	Pass Resolutions to adopt budget, appropriate and declare levy, and elect to receive State Revenue Sharing
July 13	File Documents with Assessor's Office and County Clerk
By July 31	Send Letter certifying State Revenue Sharing hearings held and Send Resolution electing to receive State Revenue Sharing to Executive Department

Budget FAQs *(Frequently Asked Questions)*

What is a budget?

A budget is a planning tool. It identifies the work plan for the city for the fiscal year and outlines the financial, material, and human resources available to complete the work plan. It also includes general financial information about the organization and identifies the policy direction of the City Council under which the budget was prepared. The budget is the city's means of planning and reporting what it intended to do with its financial resources and ensure that those dollars are spent as wisely and efficiently as possible.

The City of Toledo uses a fund-based budget, meaning that accounts of the city are organized on the basis of funds. A fund is a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources. Each fund is considered a separate entity accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures.

Why does a city create a budget?

Oregon state law requires all cities in Oregon to adopt a budget annually. Oregon local budget law (Chapter 294 of Oregon Revised Statutes) gives budget provisions and procedures that must be followed during the budgeting process. The budget must be completed by June 30, the day before the start of the fiscal year to which the budget applies. Without a budget for the new fiscal year, the city has no authority to spend money or incur obligations. A local government's ability to impose a property tax is also tied to the budgeting process.

Even if there were no legal requirement to budget, Toledo would complete a budget anyway. Budgeting creates a work and spending plan, which help to ensure that public funds are spent wisely. The budget process allows city staff to review City Council goals and objectives in a formal setting, determine what will be required to meet those objectives, develop an implementation plan, and share that information with citizens and decision-makers.

What basis of accounting/budgeting does the city use?

The budgets of all fund types (General, Special Revenue, Debt Service, Enterprise Funds, and Capital Projects) are prepared on a modified accrual basis. This means that expenditures are recorded when the related fund liability is incurred, and revenues are recorded when they are earned, regardless of the timing of related cash flows.

Every year, the City of Toledo publishes via a third party another document related to the budget, called the Annual Financial Report or Audit Report. It shows the status of the city's finances on the basis of "generally accepted accounting principles" (GAAP). In most cases, this conforms to the way the city prepares its budget. Exceptions are as follows:

- Compensated absence liabilities that are expected to be liquidated with expendable available financial resources are accrued as earned by employees (GAAP) as opposed to being expended when paid (Budget).
- Depreciation expense is recorded on a GAAP basis only.

The Annual Financial Report shows fund expenditures and revenues on both a GAAP basis and budget basis for comparison purposes.

When does “budget season” start?

The budget process for the City of Toledo typically begins in late August each year, soon after the completion and adoption of the current fiscal year’s budget. At this time, the Finance Department begins to review the rate and fee structures, increases in the cost of services and contracts, the proposed capital improvement program, and other financial plans. The City Council’s goals and objectives guide the budget-making process.

However, the budget process for the City of Toledo is actually an ongoing process throughout the year. During each fiscal year, new initiatives for services, new regulation, new funding sources, better methods for providing existing services, and new concerns are brought forward by citizens and staff to the City Council for discussion, study, or implementation. Typically, because we tend to budget very conservatively, new programs or initiatives need to wait until the next budget cycle to be fully funded.

What does city staff do to develop the budget?

To prepare for the coming budget cycle, staff evaluates current services and identifies issues to be addressed during budget hearings. Primary factors considered by staff in making recommendations include:

- Relevant federal, state or city regulations or needs that affect services provided by a department.
- Council position, policy statement, or general consensus regarding a service.
- Service deficiencies that have been identified through complaints, observations, or citizen survey data.
- Demographics, neighborhood data, or trends in demand for services.
- Special interest, neighborhood data, or professional group input or request for service.
- Special studies or reports that have identified a need for a service.
- Annual equipment assessments and inventories, which have identified a deficiency.

The City Council conducts a goal setting session to address issues, and give policy direction for the development of the budget. Once that is completed, staff turns its attention to turning that direction into numbers on paper. Factors that will play into budget planning at this point include:

- The cost of employee salaries is the largest expenditure on the city budget. Therefore, careful attention is given to step increases, cost-of-living adjustments, or any other major change in the employee salary schedule.
- Known cost factors including such items as postal rate increases, social security costs, contribution rates to employee pension and retirement funds, and other similar costs.
- Changes in employee fringe benefits, such as changes affecting vacation policy, overtime, holidays, uniform allowances, health insurance, and sick leave affect expenditures.
- Required elements of the budget such as insurance costs, utility costs, and vehicle maintenance costs are developed.
- Capital projects that have been recommended by facility plans or special area land-use plans, or have been requested by citizens.
- A price list is developed for anticipated costs on items in the general category of supplies and contractual services. This list included costs for any anticipated major capital expenditures because expenditures of this nature usually require a considerable amount of budget planning. Cost factors in this area tend to be more susceptible to inflation.
- General economic fluctuations can be one of the most difficult considerations when preparing a budget. In recent years even the best economists have encountered difficulty in predicting the performance of the economy. Also, any local event significantly impacting the local economy is taken into consideration. The failure or inability to conservatively consider projected economic activity can cause significant financial problems.

As with the revenue estimates, fiscal prudence demands that expenditure estimates be as accurate as possible. Departments submit their budget to the Finance Department for review. The Finance Director analyzes and reviews the budget in detail, checking for accuracy and reasonableness of projections, and ensuring that all required elements of the budget are correct. The Finance Director then conducts a technical review with each department to gain a comprehensive understanding of their approach and to quantify their numbers.

Once the analysis is completed, each department meets with the City Manager who reviews the budget with the department staff to be sure that planned activities are in line with City Council goals and objectives. The Finance and Administration Department staff then develop a budget document to present to the Mayor, City Council, Budget Committee, and public for review and eventual adoption.

How do you know how much money the city will have?

Staff develops projections each year for each type of revenue the city receives. These projections are based on knowledge of some factors and assumptions about others. *For example*, the City could be notified that it will receive a \$1 million reimbursement grant for a capital project. The capital project is scheduled to last from May in one year until September one year later. As a result of the construction schedule, this project will cross three fiscal years. Before revenue projections can be finalized for each fiscal year, the project construction (expense) schedule must be set so that reimbursement dates for grant revenues may be determined and revenue budgeted as accurately as possible in each fiscal year.

Many revenue estimates must be made based on assumptions about general economic conditions and trends. For example, development related revenues (building permits, system development charges, and requests for new water service connections) are all based on assumptions about what development will do in Toledo during the coming year. Revenues estimates are made cautiously since estimating too high may result in setting a budget that cannot be supported by future revenues.

How do departments play into the budgeting process?

Departments are organizational units formed on the basis of compatible services. Departments provide services based on departmental goals and objectives to fulfill work plans. In some cases, a department will work within several funds. For example, the Public Works Department is funded through the General Fund, Public Works Fund and the Streets Fund. Although each of the operations in these funds is different, they are similar enough that efficiencies are obtained by having teamwork between the various programs.

Each department prepares a budget that includes information about the department and matches the financial, material, and human resources available with their proposed department work plans.

Is the budget ever evaluated?

During the course of the fiscal year, the expenditures and revenues are monitored regularly and compared to the budget appropriations. Monthly operating reports are prepared by the Finance Director, and provided to the City Manager and Department Heads, that provide the status of revenues and expenditures compared to the budget. The City Manager provides an update of each department's work plan progress to the City Council at public Council Meetings.

At the close of the fiscal year, the Annual Financial Report is prepared which reports on the financial condition of the city. During the budget process, this information is used to compare the projections of revenues and expenditures made during the prior fiscal year to the actual revenues and expenditures for a given fiscal year. Current year and future assumptions about revenues and expenditures may be changed depending on how close projections were to actual figures.

Can the budget be amended once it is adopted?

During the fiscal year, when the City is operating with the adopted budget, changes in appropriated expenditures sometime become necessary. These changes can be made mid-year by the City Council. The City Council may amend the adopted budget either by passing a transferring resolution, or by adopting a supplemental budget. Changes that require moving an existing appropriation from one area of the budget to another can normally be made by resolution. A supplemental budget is most often required when new appropriation authority is needed.

Who do I contact for more information?

All requests for public information in the City of Toledo are handled by the City Manager's Office. Please call (541) 336-2247 x 2020 or visit our website at www.cityoftoledo.org.

Budget Summary & Overview

CITY OF TOLEDO

FISCAL YEAR 2018-2019

PROPOSED BUDGET

The following table lists the City's appropriated funds as well as their purpose and revenue source:

Fund	Purpose	Revenue
I. General Fund		
General Fund	The General fund is the general operating fund of the City. Administration, Police, Fire, Recreation, Library, Municipal Court and General Services are departments within the General Fund. This Fund is used to account for all financial resources except for those to be accounted for in another fund	The City's General Fund receives revenues from property tax, interest, transfers from other funds, franchise fees, other fees, licenses, permits, state sources, contracts for services, municipal court fines, grants, leases, rents, refunds and donations
II. Enterprise Funds		
Water Fund	The Water Fund accounts for the resources and expenses related to the supply, treatment, and distribution of water	The primary sources of revenue is user fees (water billings)
Sewer Fund	The Sewer Fund accounts for the resources and expenses related to the collection and treatment of wastewater	The primary Source of revenue is user fees (sewer billings)
Water Reserve Fund	The Water Reserve Fund is used to accumulate funds for capital improvements and unpredictable events which impact the water system	The primary source of revenue is transfers from the Water Fund
Sewer Reserve Fund	The Sewer Reserve Fund is used to accumulate funds for capital improvements and unpredictable events which impact the sewer system	The primary source of revenue is transfers from the Sewer Fund

Fund	Purpose	Revenue
II. Enterprise Funds <i>continued</i>		
System Development Fund	The System Development Fund is used to accumulate funds for future water, sewer, transportation, and storm water system development costs	The primary sources of revenue come from system development charges
III. Internal Service Funds		
Public Works	The Public Works Fund accounts for all shared costs between the Street, Water and Sewer Funds, including administrative activities and personnel costs	The primary source of revenue is transfers from the Street, Water and Sewer Funds
IV. Special Revenue Funds		
Street Fund	The Street Fund accounts for the maintenance, operation, and construction of the City's streets	The primary sources of revenue are state shared highway funds, franchise fees and the street utility fee
Forfeiture Revenue Fund	The Forfeiture Revenue Fund accounts for revenue received from other government agencies due to forfeiture of seized property	The primary source of revenue are funds paid to the City by other governmental agencies
Grant Fund	The Grant Fund accounts for financial resources from various grants	Revenue collected goes directly to fund approved grant activities
Revolving Loan Fund	To make no-interest loans to non-profit entities to improve the availability of low-mod-income housing in Toledo	Receives revenues from repayment of housing rehabilitation funds originally provided through federal programs
City Council Strategic Fund	The City Council Strategic Fund is used to fund specially approved City Council projects	Receives revenues from repayment of housing rehabilitation funds originally provided through federal programs

Fund	Purpose	Revenue
IV. Special Revenue Funds <i>continued</i>		
Solid Waste Fund	The Solid Waste Fund is used to accumulate funds dedicated to landfill closure expenses	Revenues are provided through a tipping fee collected at the landfill
911 System Fund	The 911 System Fund is used to account for the operation of the 911 call center	The primary source of revenue is 911 tax
Footpaths and Bicycle Trail Fund	The Footpath and Bicycle Trail Fund is used to account for required expenditures of state highway funds dedicated to the development and maintenance of footpaths and bicycle trails	The primary source of revenue is state highway taxes
V. Reserve Funds		
General Reserve Fund	The General Reserve Fund is used to accumulate funds for future major expenditures of the General Fund	The primary source of revenue is transfers from the General Reserve Fund
Public Works Reserve Fund	The Public Works Reserve Fund is used to accumulate funds for future capital equipment and building costs	The primary source of revenue is transfers from the Street, Water and Sewer Funds
Building and Property Reserve	The Building and Property reserve is used to accumulate funds for future capital expenditures related to City-owned buildings and property	The primary source of revenue is transfers from the General Fund
Street Reserve Fund	The Street Reserve Fund is use to accumulate funds for future maintenance, operation, and construction of city streets	The primary source of revenue is transfers from the Street Fund

VI. Trust and Agency Funds		
Library Reserve Fund	The Library Reserve Fund is used to accumulate funds for future Library programs, maintenance, and equipment costs	The primary source of revenue is donations and bequests to the Library
VII. Debt Service Fund		
Debt Service	The Debt Service Fund accounts for the repayment of the City's long-term general obligation debts (ex: Fire Station construction	The primary sources of revenue is property taxes
VIII. Capital Projects Fund		
Water Construction Fund	The Water Construction Fund is use to account for construction expenditures for bond-funded water improvements	The primary source of revenue is bond revenue and payments from the Seal Rock Water District

Consolidated Financial Summary For All Funds

	2016-2017 Actual	2017-2018 Adopted Budget	2018-2019 Adopted Budget	Variance in Dollars \$	Variance in Percentage %
Revenue					
Beginning Balance	\$8,479,799	\$8,989,871	\$7,403,240	-\$1,586,631	-18%
Taxes	\$2,001,134	\$1,955,000	\$2,037,187	\$82,187	4%
Transfers In	\$2,151,208	\$2,739,875	\$2,172,780	-\$567,095	-21%
Franchise Fees	\$1,211,129	\$1,243,300	\$1,176,664	-\$66,636	-5%
State Shared Revenues	\$45,110	\$47,000	\$47,883	\$883	2%
Utility Fees	\$2,924,516	\$2,940,500	\$2,845,232	-\$95,268	-3%
Intergovernmental Revenues	\$276,285	\$284,885	\$294,103	\$9,218	3%
All Other	\$1,054,821	\$1,124,060	\$2,410,433	\$1,286,373	114%
Total Revenues	\$18,144,001	\$19,324,491	\$18,387,522	-\$936,969	-5%
Expenditures by Category of Expense					
Personnel Services	\$3,544,421	\$4,248,160	\$3,846,061	-\$402,099	-9%
Materials & Services	\$1,441,702	\$1,640,930	\$1,974,998	\$334,068	20%
Capital Outlay	\$724,590	\$7,042,176	\$5,170,238	-\$1,871,938	-27%
Transfers Out	\$2,149,065	\$2,675,375	\$2,172,780	-\$502,595	-19%
Debt Services	\$1,133,548	\$779,060	\$782,890	\$3,830	0%
Contingencies	\$0	\$595,000	\$623,909	\$28,909	5%
Unappropriated/Ending Balance	\$9,150,674	\$2,343,790	\$3,816,646	\$1,472,856	63%
Total Expenditures by Category of Expense	\$18,144,001	\$19,324,491	\$18,387,522	-\$936,969	-5%

2018-19 Position	FTE			
	FY 2016-17	FY 2017-18	FY 2018-19	Inc (Dec)
City Manager	1.00	1.00	1.00	0.00
City Recorder	1.00	1.00	0.00	(1.00)
Asst to City Recorder	0.80	0.80	0.00	(0.80)
Executive Asst / Recorder	0.00	0.00	1.00	1.00
Attorney	1.00	1.00	0.00	(1.00)
Finance Director	1.00	1.00	1.00	0.00
City Planner	0.00	0.00	1.00	1.00
Planning Technician	0.80	0.80	0.80	0.00
Accounting Clerk	1.00	1.00	1.00	0.00
Utility Clerk	0.80	0.80	1.00	0.20
Police Chief	1.00	1.00	1.00	0.00
Police Detective	1.00	1.00	0.00	(1.00)
Police Sergeant	1.00	1.00	1.00	0.00
Police Officer	4.00	4.00	5.00	1.00
Head Dispatcher	1.00	1.00	1.00	0.00
Dispatcher	5.00	5.00	5.00	0.00
Fire Chief	1.00	1.00	1.00	0.00
Asst Fire Chief/Facilities Manager	1.00	1.00	0.00	(1.00)
Division Chief	2.00	2.00	3.00	1.00
Wildland Firefighter	1.00	1.00	1.00	0.00
Fire Fighter	0.00	0.00	0.00	0.00
Aquatics/Recreation Director	0.00	0.00	0.00	0.00
Aquatics Manager	1.10	0.85	0.00	(0.85)
Lifeguards	3.00	2.25	0.00	(2.25)
Custodian	0.80	0.80	0.80	0.00
Grounds Maintenance	1.60	1.60	1.50	(0.10)
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	0.40	0.40	0.40	0.00
Informations Systems Manager	0.50	0.50	0.63	0.13
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	0.00	0.00	1.00	1.00
Total	47.80	46.80	44.13	(2.67)

2018-19

	Water		WWTR		Gas Tax	Storm	General Fund							Total
	Treat	Dist	Treat	Coll			Property	Muni	IT	Police	Fire	Library	Admin	
PWD	0.20	0.20	0.20	0.20	0.20									1.00
Operations Supervisor	0.02	0.40	0.02	0.30	0.26									1.00
Mant Worker II	0.00	0.33	0.00	0.33	0.34									1.00
Maint Worker III	0.00	0.66	0.00	0.68	0.66									2.00
Maint worker IV Equip Op	0.00	0.33	0.00	0.34	0.33									1.00
PW Crewleader	0.00	0.33	0.00	0.34	0.33									1.00
Equipment Maint Mechanic	0.03	0.30	0.03	0.30	0.34									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 - WTR	1.00		0.00											1.00
														0.00
Sr Grounds Maint							1.00							1.00
Jr Grounds Maint							0.50							0.50
Custodial Technician							0.80							0.80
														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	0.04	0.04	0.04	0.04	0.04								0.80	1.00
City Planner	0.01	0.01	0.01	0.01	0.02								0.94	1.00
Information Systems Mgr	0.04	0.04	0.04	0.04	0.04				0.43				0.00	0.63
Accounting Clerk	0.04	0.04	0.04	0.04	0.04			0.30					0.50	1.00
Executive Assistant/City Recorder	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
														0.00
Fire Chief											1.00			1.00
Division Chief											3.00			3.00
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												0.40		0.40
														0.00
Police Chief										1.00				1.00
Police Sergeant										1.00				1.00
Police Officer										5.00				5.00
Head Dispatcher										1.00				1.00
Dispatcher										5.00				5.00

Sub Totals	3.15	3.10	3.15	3.04	2.74	0.00	2.30	0.30	0.43	13.00	5.00	3.40	4.52
	6.25		6.19										

Grand Total **44.13**

2015-2016	2016-2017	2017-2018	2018				2018-2019		2019
Actual	Actual	Adopted	Estimated	Acct	Description	FTE	Proposed	2019 Approved	Adopted
GENERAL FUND									
				001-000	Revenues				
1,234,032	1,346,761	1,449,470	1,554,000	400100	Beginning Fund Balance	0.00	1,533,703	1,271,656	1,271,656
1,697,589	1,736,929	1,696,800	1,870,000	400200	Current Taxes	0.00	1,768,173	1,768,173	1,768,173
58,583	53,075	55,000	52,000	400300	Delinquent Taxes	0.00	54,553	54,553	54,553
7,254	16,226	12,000	12,000	400400	Interest	0.00	11,826	11,826	11,826
81,000	83,500	99,370	99,370	400450	Transfer from Streets	0.00	8,760	8,760	8,760
159,925	160,500	163,400	163,400	400500	Transfer from Sewer	0.00	8,760	8,760	8,760
243,700	255,500	250,750	250,750	400600	Transfer from Water	0.00	8,760	8,760	8,760
0	0	32,000	32,000	401280	Transfer from Stabilization	0.00	0	0	0
20,446	24,392	21,000	20,757	401300	Natural Gas Franchise	0.00	21,865	21,865	21,865
4,155	3,847	3,500	5,995	401400	Telephone Franchise	0.00	4,666	4,666	4,666
2,295	4,705	4,000	4,327	401450	Telecommunications Franchise	0.00	3,876	3,876	3,876
21,486	22,942	22,500	20,911	401500	Television Franchise	0.00	19,929	21,780	21,780
19,333	20,534	21,000	61,458	401600	Garbage Franchise	0.00	33,775	33,775	33,775
683,917	846,675	875,000	875,000	401700	Electric Franchise	0.00	853,704	801,864	801,864
113,428	113,279	113,500	114,232	401750	Street Light Utility Fees	0.00	113,647	113,647	113,647
350	375	350	200	401900	Beverage License	0.00	308	308	308
16,840	18,127	16,500	22,452	402000	Business License	0.00	19,139	19,139	19,139
661	563	700	947	402100	Building Permits	0.00	724	724	724
50,105	48,498	59,800	56,000	402200	State Liquor Fees	0.00	51,534	51,534	51,534
4,602	4,435	4,200	4,400	402300	Cigarette Tax	0.00	4,479	4,479	4,479
0	0	0	15,000	402350	Marijuana Tax	0.00	0	15,000	15,000
51,541	45,110	47,000	45,000	402500	State Revenue Sharing	0.00	47,883	47,883	47,883
44,426	29,455	26,000	22,304	402600	Swim Pool Receipts	0.00	0	0	0
11,640	28,553	12,000	18,454	402700	Refunds & Misc	0.00	66,398	12,000	12,000
1,420	2,080	1,500	1,973	402710	Lien Searches	0.00	1,500	1,500	1,500
1,905	3,860	2,000	1,133	402750	Land Use Fees	0.00	2,000	2,000	2,000
155,950	161,225	155,000	147,018	402800	Toledo Rural Fire Protect	0.00	155,000	170,000	170,000
100,654	4,431	10,000	64,347	402825	Fire Protection Services	0.00	10,000	10,000	10,000
55,110	88,563	60,000	55,564	403000	Municipal Court Fines	0.00	66,412	66,412	66,412
1,300	1,000	1,300	2,800	403050	Towing Fees	0.00	1,700	1,700	1,700
1,736	1,694	1,500	1,500	403100	Library Receipts	0.00	1,500	1,500	1,500
90,315	89,136	88,635	83,357	403140	Library Service District	0.00	87,603	87,603	87,603
1,500	1,061	10,000	18,571	405250	Grants	0.00	10,000	10,000	10,000
9,600	9,600	9,600	11,268	405380	Rents and Leases	0.00	7,800	7,800	7,800
4,946,801	5,226,630	5,325,375	5,708,488		Revenue Total		4,979,977	4,643,543	4,643,543

2015-2016	2016-2017	2017-2018	2018				2019	2019	
Actual	Actual	Adopted	Estimated	Acct	Description	FTE	Proposed	Approved	2019 Adopted
GENERAL FUND									
Expenditures									
Administrative									
				001-100					
0.00	0.00	0	0		City Manager	0.94	93,549	93,549	93,549
0.00	0.00	0	0		City Attorney	0.00	0	0	0
0.00	0.00	0	0		Finance Director	0.80	54,010	54,010	54,010
0.00	0.00	0	0		City Planner	0.94	64,296	64,296	64,296
0.00	0.00	0	0		Information Systems Mgr	0.00	0	0	0
0.00	0.00	0	0		Accounting Clerk	0.50	21,096	21,096	21,096
0.00	0.00	0	0		Executive Assistant/City Recorder	0.94	50,884	50,844	50,844
0.00	0.00	0	0		Planning Asst (0.80 FTE)	0.40	21,684	21,684	21,684
307,560.13	320,169.02	368,000	308,678	500050	Full Time	0.00	0	0	0
78,045.28	80,798.33	83,100	87,342	500055	Three-Quarter Time	0.00	0	0	0
29,856.94	30,780.54	34,800	30,296	504700	Social Security	0.00	35,101	23,372	23,372
107,600.00	106,158.39	125,625	79,608	504800	Health Insurance	0.00	104,052	98,625	98,625
951.55	885.63	850	1,013	504900	Workers' Comp	0.00	6,470	1,000	1,000
41,239.39	37,956.24	60,000	41,197	505000	Retirement	0.00	43,580	41,902	41,902
3,600.00	2,100.00	3,600	3,600	505100	Auto Allowance	0.00	3,600	3,600	3,600
568,853.29	578,848.15	675,975	551,734		Personnel Services	4.52	498,322	474,018	474,018
5,114.52	5,278.22	6,000	6,066	600100	Office Supplies	0.00	6,000	6,000	6,000
5,987.52	7,428.51	7,200	10,975	600210	Electricity	0.00	7,300	7,300	7,300
2,684.13	2,421.55	2,500	2,622	600220	Communication Services	0.00	2,500	2,500	2,500
507.56	448.52	630	778	600240	Natural Gas	0.00	800	800	800
326.93	477.86	700	1,064	600300	Equipment Maint & Repair	0.00	750	750	750
4,667.30	1,994.47	7,300	4,066	600600	Travel & Training	0.00	6,000	6,000	6,000
2,217.67	2,254.03	2,600	2,782	600700	Membership & Subscription	0.00	2,500	2,500	2,500
650.00	0.00	4,850	4,667	607500	Special Purchases	0.00	5,000	5,000	5,000
282.15	129.19	1,150	665	608000	Supplies	0.00	1,200	1,200	1,200
126.00	36,938.62	500	31,975	608100	Contract & Other Services	0.00	120,000	120,000	120,000
22,563.78	57,370.97	33,430	65,660		Materials & Supplies		152,050	152,050	152,050
0.00	0.00	0	0	620500	Equipment	0.00	0	0	0
0.00	0.00	0	0		Capital Outlay				
591,417.07	636,219.12	709,405	617,394		ADMINISTRATIVE TOTAL	4.52	650,372	626,068	626,068

2016 Actual	2017	Actual	2018 Adopted	2018 Estimated	Acct	Description	FTE	2019 Proposed	2019 Approved	2019 Adopted
GENERAL FUND										
Expenditures										
					001-400	Police				
0.00		0.00	0	0		Police Chief	1.00	85,116	85,116	85,116
0.00		0.00	0	0		Police Sergeant	1.00	70,122	70,122	70,122
0.00		0.00	0	0		Police Officer	5.00	277,671	277,671	277,671
0.00		0.00	0	0		Head Dispatcher	1.00	56,629	56,629	56,629
0.00		0.00	0	0		Dispatcher	5.00	210,196	210,196	210,196
653,813.44	673,779.86		727,500	761,471	500050	Full Time	0.00	0	0	0
80,792.61	87,097.11		65,000	100,798	501500	Overtime	0.00	65,000	84,000	84,000
1,499.72	1,130.04		10,000	5,785	501600	Grant Overtime	0.00	10,000	10,000	10,000
0.00	0.00		0	0		Personal Holiday	0.00	0	27,500	27,500
55,090.94	56,427.32		61,500	66,406	504700	Social Security	0.00	52,130	62,824	62,824
183,840.06	211,193.42		235,200	218,377	504800	Health Insurance	0.00	253,472	253,472	253,472
13,466.57	12,308.58		14,600	15,244	504900	Workers' Comp	0.00	15,000	15,000	15,000
86,713.11	78,335.63		120,600	106,640	505000	Retirement	0.00	98,619	107,500	107,500
1,075,216.45	1,120,271.96		1,234,400	1,274,721		Personnel Services	13.00	1,193,955	1,260,030	1,260,030
4,365.37	3,931.22		4,300	6,389	600100	Office Supplies	0.00	6,000	6,000	6,000
5,784.88	6,008.02		6,600	12,016	600210	Electricity	0.00	13,200	13,200	13,200
80,984.66	40,669.13		41,700	46,203	600220	Communication Services	0.00	52,250	52,250	52,250
402.00	402.00		0	0	600230	LEDS System	0.00	0	0	0
675.07	556.25		700	538	600240	Natural Gas	0.00	700	700	700
4,275.12	1,872.19		1,900	1,574	600300	Equipment Maint & Repair	0.00	2,900	2,900	2,900
2,660.78	4,742.92		5,000	8,066	600350	Vehicle Maint & Repair	0.00	5,700	5,700	5,700
6,965.37	10,987.35		10,000	15,179	600600	Travel & Training	0.00	10,600	10,600	10,600
1,776.13	1,371.90		2,180	1,935	600700	Membership & Subscriptions	0.00	2,750	2,750	2,750
12,246.31	13,883.24		12,700	14,474	601500	Gas, Oil & Tires	0.00	14,800	14,800	14,800
440.97	202.00		400	476	606500	Youth Program Support	0.00	650	650	650
13,169.86	12,363.20		15,000	8,684	607000	Abatement Program	0.00	26,300	26,300	26,300
0.00	0.00		3,400	0	607500	Special Purchases	0.00	13,000	13,000	13,000
13,099.65	11,283.01		10,500	16,979	608000	Supplies	0.00	11,200	11,200	11,200
14,668.85	10,713.02		11,500	18,421	608100	Contract & Other Services	0.00	12,500	12,500	12,500
161,515.02	118,985.45		125,880	150,934		Materials & Supplies	0.00	172,550	172,550	172,550
0.00	0.00		0	0	620520	Systems	0.00	0		
0.00	0.00		0	0		Capital Outlay	0.00	0	0	0
16,500.00	16,500.00		16,500	20,000	631600	Transfer to General Reserve	0.00	20,000	20,000	20,000
20,000.00	0.00		0	0	631960	Trans to Bldg & Property Res	0.00	20,000	20,000	20,000
36,500.00	16,500.00		16,500	20,000		Transfers	0.00	40,000	40,000	40,000
1,273,231.47	1,255,757.41		1,376,780	1,445,655		POLICE TOTAL	13.00	1,406,505	1,472,580	1,472,580

2016 Actual	2017	Actual	2018 Adopted	2018 Estimated	Acct	Description	FTE	2019 Proposed	2019 Approved	2019 Adopted
GENERAL FUND										
Expenditures										
					001-500	Fire				
0.00		0.00	0	0		Fire Chief	1.00	85,116	85,116	85,116
0.00		0.00	0	0		Division Chief	3.00	178,319	178,319	178,319
0.00		0.00	0	0		Wildland Firefighter	1.00	10,000	10,000	10,000
0.00		0.00	0	0		Fire Fighter	0.00	0	0	0
218,227.94	225,043.22		233,100	215,067	500050	Full Time	0.00	0	0	0
75,049.60		0.00	10,000	61,081	500070	Part Time	0.00	0	0	0
4,530.21	4,379.59		7,200	3,225	501400	Call Time	0.00	8,000	8,000	8,000
17,299.93	19,151.51		20,000	23,217	501500	Overtime	0.00	25,000	25,000	25,000
23,629.36	18,415.87		20,700	23,148	504700	Social Security	0.00	20,918	23,442	23,442
65,278.25	59,350.12		71,300	63,125	504800	Health Insurance	0.00	83,628	83,628	83,628
15,088.44	14,011.59		20,000	20,468	504900	Workers' Comp	0.00	20,000	20,000	20,000
35,172.21	33,386.27		44,700	36,599	505000	Retirement	0.00	49,067	49,067	49,067
454,275.94	373,738.17		427,000	445,930		Personnel Services	5.00	480,048	482,572	482,572
801.26	1,165.76		1,800	778	600100	Office Supplies	0.00	1,800	1,800	1,800
6,040.95	7,696.57		7,000	9,595	600210	Electricity	0.00	8,500	8,500	8,500
1,723.68	889.04		1,200	1,004	600220	Communication Services	0.00	1,200	1,200	1,200
3,515.60	4,202.89		4,000	4,738	600240	Natural Gas	0.00	4,000	4,000	4,000
10,445.20	8,257.51		11,200	5,115	600300	Equipment Maint & Repair	0.00	10,000	10,000	10,000
10,233.96	19,273.83		15,700	23,158	600350	Vehicle Maint & Repair	0.00	16,700	16,700	16,700
5,769.30	13,310.32		12,500	10,169	600600	Travel & Training	0.00	13,500	13,500	13,500
1,089.00	687.95		1,150	932	600700	Membership & Subscription	0.00	1,150	1,150	1,150
11,903.76	8,770.93		15,000	11,009	601500	Gas, Oil & Tires	0.00	16,000	16,000	16,000
0.00	8,183.04		9,300	8,379	607500	Special Purchases	0.00	11,200	11,200	11,200
25,227.59	26,049.97		25,400	26,491	608000	Supplies	0.00	25,400	25,400	25,400
6,262.00	5,294.05		8,000	45,064	608100	Contract & Other Services	0.00	44,000	10,000	10,000
38,000.00	37,999.92		42,000	46,667	608150	Volunteer Program	0.00	42,000	42,000	42,000
121,012.30	141,781.78		154,250	193,099		Materials & Supplies	0.00	195,450	161,450	161,450
0.00	0.00		0	0	620500	Equipment	0.00	0	0	0
0.00	0.00		0	0		Capital Outlay	0.00	0	0	0
100,000.00	90,000.00		115,000	95,000	631600	Transfer to General Reserve	0.00	95,000	95,000	95,000
10,000.00	0.00		0	0	631960	Trans to Bldg & Property Res	0.00	0	0	0
110,000.00	90,000.00		115,000	95,000		Transfers		95,000	95,000	95,000
685,288.24	605,519.95		696,250	734,029		FIRE TOTAL	5.00	770,498	739,022	739,022

2016 Actual	2017 Actual	2018 Adopted	2018 Actual-Discontinued	Acct	Description	FTE	2019 Proposed	2019 Approved	2019 Adopted
GENERAL FUND									
Expenditures									
Recreation									
Not Applicable									
11,746.42	0.00	0	0	001-600	Full Time		0	0	0
33,827.24	34,850.86	27,500	20,102	500050	Half Time		0	0	0
52,742.65	50,595.66	48,000	42,220	500080	Pool Part Time		0	0	0
7,496.81	6,512.32	5,775	4,710	504700	Social Security		0	0	0
16,524.98	16,199.08	11,400	6,823	504800	Health Insurance		0	0	0
4,502.94	3,274.33	2,600	2,046	504900	Workers' Comp		0	0	0
4,999.38	4,403.41	6,425	3,733	505000	Retirement		0	0	0
131,840.42	115,835.66	101,700	79,634		Personnel Services		0	0	0
305.94	543.11	500	249	600100	Office Supplies		0	0	0
8,731.99	10,006.08	7,500	8,282	600210	Electricity		0	0	0
313.87	343.63	250	264	600220	Communication Services		0	0	0
14,889.44	14,835.02	10,500	11,062	600240	Natural Gas		0	0	0
122.24	1.09	800	951	600300	Equipment Maint & Repair		0	0	0
2,211.56	9,162.21	3,500	2,333	600420	Systems Repair		0	0	0
194.00	760.00	700	375	600600	Travel & Training		0	0	0
674.00	594.00	0	637	600700	Membership & Subscription		0	0	0
804.59	375.00	0	0	607500	Special Purchases		0	0	0
8,635.91	5,320.14	8,000	4,235	608000	Supplies		0	0	0
3,368.33	1,386.58	2,000	558	608100	Contract & Other Services		0	0	0
2,538.26	0.00	0	0	620500	Equipment		0	0	0
42,790.13	43,326.86	33,750	28,946		Materials & Supplies		0	0	0
15,000.00	0.00	0	0	631960	Trans to Bldg & Property Res				
15,000.00	0.00	0	0		Transfers		0	0	0
189,630.55	159,162.52	135,450	108,581		RECREATION TOTAL		0	0	0

2016 Actual	2017 Actual	2018 Adopted	2018 Estimated	Acct	Description	FTE	2019 Proposed	2019 Approved	2019 Adopted
GENERAL FUND									
Expenditures									
Property Maintenance									
0.00	0.00	0	0	001-650	Sr Grounds Keeper	1.00	41,287	41,287	41,287
0.00	0.00	0	0		Jr Grounds Keeper	0.50	19,227	19,227	19,227
0.00	0.00	0	0		Custodial Technician	0.80	26,724	26,724	26,724
25,713.63	26,519.93	28,100	49,525	500050	Full Time	0.00	0	0	0
79,093.08	81,150.10	97,500	68,683	500055	Three-Quarter Time	0.00	0	0	0
1,607.78	1,083.45	1,500	1,714	501500	Overtime	0.00	1,500	1,500	1,500
7,940.53	8,111.60	9,700	9,174	504700	Social Security	0.00	6,385	6,788	6,788
26,111.23	27,643.45	31,850	16,425	504800	Health Insurance	0.00	24,424	24,424	24,424
3,764.95	3,553.12	4,200	4,339	504900	Worker's Comp	0.00	1,176	2,592	2,592
14,114.04	12,411.43	19,500	15,206	505000	Retirement	0.00	8,755	11,243	11,243
158,345.24	160,473.08	192,350	165,066		Personnel Services	2.30	129,478	133,785	133,785
7.97	25.41	100	0	600100	Office Supplies	0.00	100	100	100
2,055.96	2,718.05	3,110	3,079	600210	Electricity	0.00	3,110	3,110	3,110
1,383.23	1,698.74	1,300	1,719	600220	Communication Services	0.00	1,300	1,300	1,300
3,042.81	1,858.62	2,000	874	600300	Equipment Maint & Repair	0.00	2,000	2,000	2,000
367.28	1,270.39	1,500	771	600350	Vehicle Maintenance & Repair	0.00	1,500	1,500	1,500
22,187.90	39,222.39	40,500	25,228	600400	Facility Needs	0.00	40,500	40,500	40,500
0.00	909.16	750	0	600600	Travel & Training	0.00	2,070	2,070	2,070
0.00	0.00	175	0	600700	Memberships & Subscriptions	0.00	175	175	175
4,567.24	3,532.37	5,900	4,356	601500	Gas, Oil & Tires	0.00	5,900	5,900	5,900
0.00	1,799.00	30,000	12,042	607500	Special Purchases	0.00	30,000	30,000	30,000
14,542.71	14,015.90	15,500	14,378	608000	Supplies	0.00	16,000	16,000	16,000
5,491.22	5,430.30	5,850	4,686	608050	Janitorial Supplies	0.00	6,000	6,000	6,000
18,139.75	30,423.79	20,120	45,343	608100	Contract & Other Services	0.00	36,000	36,000	36,000
0.00	161.00	0	0	608250	Appraisals & Advertising	0.00	0	0	0
71,786.07	103,065.12	126,805	112,476		Materials & Supplies	0.00	144,655	144,655	144,655
11,099.95	952.00	52,000	52,000	620520	Systems	0.00	52,000	52,000	52,000
11,099.95	952.00	52,000	52,000		Capital Outlay	0.00	52,000	52,000	52,000
17,000.00	18,000.00	30,000	30,000	631600	Transfer to General Reserve	0.00	22,500	22,500	22,500
17,500.00	128,000.00	382,345	382,345	631960	Trans to Bldg & Property Res	0.00	17,500	22,500	22,500
34,500.00	146,000.00	412,345	412,345		Transfers	0.00	40,000	40,000	40,000
275,731.26	410,490.20	783,500	741,887		PROPERTY MAINT TOTAL	2.30	366,133	370,440	370,440

2016 Actual	2017 Actual	2018 Adopted	2018 Estimated	Acct	Description	FTE	2019 Proposed	2019 Approved	2019 Adopted
GENERAL FUND									
Expenditures									
				001-700	Library				
0.00	0.00	0	0		Library Director	1.00	54,440	54,440	54,440
0.00	0.00	0	0		Library Assistant Director	1.00	38,688	38,688	38,688
0.00	0.00	0	0		Library Tech Services Op	1.00	30,158	30,158	30,158
0.00	0.00	0	0		Library Clerk	0.40	10,726	10,726	10,726
83,163.00	83,680.93	93,200	102,157	500050	Full Time	0.00	0	0	0
30,011.44	33,014.17	32,700	36,086	500060	Half Time	0.00	0	0	0
8,678.34	9,420.27	9,000	10,836	500070	Part Time	0.00	0	0	0
9,223.96	9,550.89	10,275	11,405	504700	Social Security	0.00	10,252	10,252	10,252
46,954.45	51,744.63	50,900	27,638	504800	Health Insurance	0.00	26,104	26,104	26,104
368.68	417.50	300	406	504900	Workers' Comp	0.00	1,890	400	400
11,337.72	11,543.03	16,500	17,122	505000	Retirement	0.00	17,839	15,400	15,400
189,737.59	199,371.42	212,875	205,650		Personnel Services	3.40	190,097	186,168	186,168
2,055.18	3,276.26	3,000	3,156	600100	Office Supplies	0.00	3,000	3,000	3,000
0.00	0.00	3,620	1,200	600150	Data Processing Support	0.00	3,600	3,600	3,600
7,637.61	9,307.20	9,500	9,800	600210	Electricity	0.00	9,000	9,000	9,000
1,254.49	1,359.47	1,900	1,591	600220	Communication Services	0.00	1,900	1,900	1,900
426.33	333.18	0	0	600250	Alarms	0.00	0	0	0
1,608.32	1,201.00	2,170	0	600300	Equipment Maint & Repair	0.00	2,200	2,200	2,200
25.00	20.00	1,250	578	600600	Travel & Training	0.00	1,450	1,450	1,450
341.99	124.00	350	0	600700	Membership & Subscription	0.00	450	450	450
7,814.25	8,149.03	8,200	10,814	603000	Network Services	0.00	8,200	8,200	8,200
26,619.43	26,247.70	25,500	40,038	603500	Books & Materials	0.00	26,000	26,000	26,000
0.00	0.00	1,000	1,581	606500	Youth Program Support	0.00	1,500	3,000	3,000
3,199.62	708.48	2,200	1,219	607500	Special Purchases	0.00	2,000	2,000	2,000
4,535.17	1,523.43	3,090	1,959	608000	Supplies	0.00	3,100	5,100	5,100
207.86	501.00	500	394	608100	Contract & Other Services	0.00	500	500	500
55,725.25	52,750.75	62,280	72,330		Materials & Supplies	0.00	62,900	66,400	66,400
5,000.00	0.00	0	0	631960	Trans to Bldg & Property Res	0.00	0	0	0
5,000.00	0.00	0	0		Transfers	0.00	0	0	0
250,462.84	252,122.17	275,155	277,980		LIBRARY TOTAL	3.40	252,997	252,568	252,568

2016 Actual	2017 Actual	2018 Adopted	2018 Estimated	Acct	Description	FTE	2019 Proposed	2019 Approved	2019 Adopted
GENERAL FUND									
Expenditures									
Municipal Court									
				001-800					
0.00	0.00	0	0		Accounting Clerk	0.30	12,658	12,659	12,659
3,670.29	3,744.00	3,835	2,908	500050	Full Time	0.00	0	0	0
2,625.00	0.00	0	0	500070	Part Time	0.00	0	0	0
476.73	281.33	300	222	504700	Social Security	0.00	175	968	968
674.06	701.35	710	472	504800	Health Insurance	0.00	510	2,278	2,278
20.57	18.16	15	17	504900	Workers' Comp	0.00	33	15	15
543.46	575.79	760	556	505000	Retirement	0.00	242	2,224	2,224
8,010.11	5,320.63	5,620	4,175		Personnel Services	0.30	13,618	18,144	18,144
393.46	511.22	600	319	600100	Office Supplies	0.00	600	600	600
0.00	163.83	1,800	1,800	600600	Travel & Training	0.00	270	1,800	1,800
50.00	75.00	200	0	600700	Membership & Subscription	0.00	200	200	200
655.52	7,906.64	7,200	9,900	608100	Contract & Other Services	0.00	14,000	14,000	14,000
1,098.98	8,656.69	9,800	12,019		Materials & Supplies	0.00	15,070	16,600	16,600
9,109.09	13,977.32	15,420	16,194		MUNICIPAL COURT TOTAL	0.30	28,688	34,744	34,744

2016 Actual	2017 Actual	2018 Adopted	2018 Estimated	Acct	Description	FTE	2019 Proposed	2019 Approved	2019 Adopted
GENERAL FUND									
Expenditures									
001-900 General Services									
0.00	0.00	0	0		Information Systems Mgr	0.43	34,273	34,273	34,273
20,148.00	38,863.52	41,700	41,700	500060	Half Time	0.00	0	0	0
1,541.78	2,973.10	3,200	3,190	504700	Social Security	0.00	1,393	2,622	2,622
3,911.64	6,773.92	8,500	8,303	504800	Health Insurance	0.00	273	5,700	5,700
3.09	18.45	75	76	504900	Workers' Comp	0.00	257	41	41
0.00	3,087.11	4,370	4,300	505000	Retirement	0.00	1,910	3,588	3,588
25,604.51	51,716.10	57,845	57,569		Personnel Services	0.43	38,106	46,224	46,224
24,022.71	13,740.43	14,320	8,252	600150	Data Processing Support	0.00	15,338	15,338	15,338
8,016.27	8,146.43	8,750	11,559	600700	Membership & Subscription	0.00	9,241	9,241	9,241
67,116.14	70,862.10	75,800	96,993	601700	Insurance	0.00	78,324	78,324	78,324
209.48	631.89	2,000	1,011	603600	Safety Committee	0.00	617	617	617
3,162.70	4,692.07	5,000	2,185	603700	City Council	0.00	3,346	3,347	3,347
1,032.33	899.42	1,900	538	603800	Planning Commission	0.00	823	823	823
0.00	2,000.00	10,000	12,013	603900	Economic Development	0.00	4,671	4,671	4,671
7,250.00	8,400.00	9,600	11,727	603975	Contributions	0.00	9,126	9,126	9,126
0.00	4,786.24	10,000	25,000	604000	Unemployment	0.00	1,595	20,000	20,000
109,839.19	126,314.25	132,500	131,759	604400	Street Lights	0.00	136,436	136,436	136,436
1,953.13	1,502.50	2,500	1,170	608000	Supplies	0.00	1,542	1,542	1,542
27,963.32	24,354.57	35,800	113,236	608100	Contract & Other Services	0.00	40,000	40,000	40,000
13,200.00	8,200.00	13,400	13,400	608125	Audit Services	0.00	9,356	14,000	14,000
263,765.27	274,529.90	321,570	428,843		Materials & Supplies	0.00	310,415	333,465	333,465
0.00	0.00	0	0	630475	Trans to Property Maint Fund	0.00	0	0	0
9,000.00	8,000.00	9,000	9,000	631600	Transfer to General Reserve	0.00	0	0	0
0.00	24,000.00	0	0	631950	Transfer to Stabilization Fund	0.00	0	0	0
26,800.00	0.00	0	0	631960	Trans to Bldg & Property Res	0.00	0	0	0
35,800.00	32,000.00	9,000	9,000		Transfers	0.00	0	0	0
0.00	0.00	200,000	0	640100	Contingency	0.00	200,689	202,232	202,232
0.00	0.00	200,000	0		Contingency	0.00	200,689	202,232	202,232
0.00	0.00	745,000	0	801000	Unappropriated Surplus	0.00	832,484	566,200	566,200
0.00	0.00	745,000	0		Unappropriated	0.00	832,484	566,200	566,200
325,169.78	358,246.00	1,333,415	495,412		GENERAL SERVICES TOTAL	0.00	1,381,694	1,148,121	1,148,121
4,946,800.91	5,226,630.07	5,325,375	5,708,488		FUND REVENUE	0.00	4,979,977	4,643,543	4,643,543
3,600,040.30	3,691,494.69	5,325,375	4,437,132		FUND EXPENDITURES	0.00	4,856,887	4,643,543	4,643,543
1,346,760.61	1,535,135.38	0	1,271,356		FUND TOTAL	28.52	123,090	0	0

PUBLIC WORKS

AT A GLANCE

The Public Works Department provides overall maintenance and management of public streets, water, and wastewater infrastructure and facilities with goals of protecting the health and safety of our residents, environment, and employees while providing clean, safe, and reliable essential services.

Funding for Public Works has historically come from the Water, Wastewater (Sewer) and Streets funds. In exchange, the Public Works staff would provide services for Water Distribution, Wastewater Collection, Streets maintenance activities, and vehicle/equipment maintenance.

Beginning this fiscal year 2018-2019, this fund has effectively been reallocated equally within the specific operating funds listed above in an effort to provide more clarity and exact cost associated with operating the particular areas. As such, the budget document for this portion of the budget reflects a “zero balance” and will be reflective of such for the next three years until such time as this portion of the budget can be eliminated in its entirety.

FY 2017-2018

Goals	Accomplishments
City Services and Departments	<ul style="list-style-type: none">• Filled Operations Supervisor for PW from within.• Filled open PW Equipment Maintenance Operator position.• Selected appropriate work order tracking software.• Purchased upgrade of ArcGIS software.

2016 Actual	2017 Actual	2018 Adopted	2018 Estimated	Acct	Description	FTE	2019 Proposed	2019 Approved	2019 Adopted
PUBLIC WORKS									
Revenue									
				010-000					
144,547.64	123,684.94	196,590	196,590	400450	Transfer from Streets	0.00	0	0	0
192,171.72	164,849.25	258,605	193,396	400500	Transfer from Sewer	0.00	0	0	0
319,659.98	280,946.84	431,850	431,850	400600	Transfer from Water	0.00	0	0	0
0.00	0.00	0	0	400650	Transfer from Property Maint	0.00	0	0	0
0.00	0.00	0	0	401000	Transfer from General Fund	0.00	0	0	0
675.15	2,143.44	30,000	0	402700	Refunds & Misc	0.00	0	0	0
657,054.49	571,624.47	917,045	821,836		Revenue Total	0.00	0	0	0
Expenditures									
				010-100					
366,811.05	295,906.71	439,475	460,014	500050	Full Time	0.00	0	0	0
16,828.59	16,985.64	17,400	19,890	500055	Three-Quarter Time	0.00	0	0	0
9,562.00	9,984.42	10,775	7,485	501400	Call Time	0.00	0	0	0
1,101.25	2,314.43	9,225	1,887	501500	Overtime	0.00	0	0	0
29,400.97	24,152.57	36,480	37,430	504700	Social Security	0.00	0	0	0
96,107.01	83,071.60	167,035	89,202	504800	Health Insurance	0.00	0	0	0
20,627.38	18,973.01	22,025	22,602	504900	Workers' Comp	0.00	0	0	0
41,789.50	28,354.41	62,875	43,858	505000	Retirement	0.00	0	0	0
582,227.75	479,742.79	765,290	682,368		Personnel Services	0.00	0	0	0
1,768.76	756.31	1,500	1,038	600100	Office Supplies	0.00	0	0	0
7,292.57	9,337.20	9,500	9,285	600210	Electricity	0.00	0	0	0
4,242.60	4,027.50	4,300	3,687	600220	Communication Services	0.00	0	0	0
1,233.32	1,313.48	1,375	1,455	600250	Alarms	0.00	0	0	0
3,678.24	11,140.61	9,500	5,328	600300	Equipment Maint & Repair	0.00	0	0	0
2,036.00	1,721.28	5,000	2,260	600350	Vehicle Maint & Repair	0.00	0	0	0
0.00	2,882.43	1,000	11,153	600400	Facility Needs	0.00	0	0	0
3,958.98	2,904.44	10,000	3,699	600600	Travel & Training	0.00	0	0	0
150.00	0.00	580	259	600700	Membership & Subscription	0.00	0	0	0
14,655.69	16,335.57	16,000	21,378	601500	Gas, Oil & Tires	0.00	0	0	0
13,007.19	13,769.06	14,750	19,540	601700	Insurance	0.00	0	0	0
6,157.27	0.00	19,250	11,960	607500	Special Purchases	0.00	0	0	0
10,089.84	10,639.30	13,000	17,981	608000	Supplies	0.00	0	0	0
6,556.28	5,054.50	6,000	10,655	608100	Contract & Other Services	0.00	0	0	0
74,826.74	79,881.68	111,755	119,678		Materials & Supplies	0.00	0	0	0
0.00	0.00	10,000	19,790	620500	Equipment	0.00	0	0	0
0.00	0.00	10,000	19,790		Capital Outlay	0.00	0	0	0
0.00	12,000.00	0	0	631950	Transfer to Stabilization Fund	0.00	0	0	0
0.00	12,000.00	0	0		Transfers	0.00	0	0	0
0.00	0.00	30,000	0	640100	Contingency	0.00	0	0	0
0.00	0.00	30,000	0		Contingency	0.00	0	0	0
657,054.49	571,624.47	917,045	821,836		FUND REVENUE		0	0	0
657,054.49	571,624.47	917,045	821,836		FUND EXPENDITURES		0	0	0
0.00	0.00	0	0		FUND TOTAL	0.00	0	0	0

STREETS

AT A GLANCE

This section of the budget assures that Toledo streets and storm drainages are maintained. This includes street sweeping, patching, resurfacing, pavement markings, signs & signage, cleaning of storm drains, repair of grates, catch basins, and pipes.

Funding for Streets comes mostly from three sources: State gas tax subvention to cities and counties, franchise fees from utilities that operate within the right-of-way, and local road maintenance fees. The City is also eligible for a bi-annual grant that comes from a portion of federal gas tax.

Due to the staff reallocation found within the “Public Works” portion of this budget document, personnel allocation for this fund reflects 2.74 Full-Time Equivalent (FTE) and other associated staffing costs necessary to provide adequate operation of the Street Maintenance functions, including materials, supplies, and capital outlay.

The 2018-19 proposed budget for this fund reflects and approximate 23% expenditure and revenue DECREASE from the prior year.

FY 2017-2018

Goals	Accomplishments
Infrastructure	<ul style="list-style-type: none"> Completed slurry-Seal project from 2016 Completed the “Phase 2” paving project

FY 2018-2019

Goals	Objectives
City Services and Departments	<ul style="list-style-type: none"> ADA Ramp improvements Complete Storm Drainage Master Plan
Financial Security	<ul style="list-style-type: none"> Apply for Special Cities Allotment Grant Update process to receive State Fund Exchange dollars
Infrastructure	<ul style="list-style-type: none"> Asset Inventory – Signs, ADA Ramps, Storm Catch-Basins, etc. Improved parking restriction clarifications. Arcadia Sidewalk improvement

DEPARTMENT RESPONSIBILITIES

Streets

- 27 miles of streets
- Pavement markings, and signage
- Implementing and maintaining safety
- Storm water collection system programs
- Capital improvements

2016 Actual	2017 Actual	2018 Adopted	2018 Estimated	Acct	Description	FTE	2019 Proposed	2019 Approved	2019 Adopted
STREETS									
Revenue									
1,202,361.35	1,407,647.02	1,609,900	1,591,311	011-000					
				400100	Beginning Fund Balance	0.00	1,258,173	1,305,643	1,305,643
7,571.62	14,796.62	10,000	10,000	400400	Interest	0.00	11,184	10,000	10,000
13,630.78	16,261.62	14,000	10,539	401300	Natural Gas Franchise	0.00	14,631	13,477	13,477
2,770.32	2,564.66	2,300	3,597	401400	Telephone Franchise	0.00	2,545	2,977	2,977
1,530.08	3,136.98	2,700	1,500	401450	Telecommunications Franchise	0.00	2,456	2,056	2,056
14,324.27	15,294.76	15,000	7,678	401500	Television Franchise	0.00	13,286	12,342	12,342
12,888.52	13,689.55	14,000	27,185	401600	Garbage Franchise	0.00	22,517	17,921	17,921
455,944.81	564,450.02	580,000	504,358	401700	Electric Franchise	0.00	533,465	508,251	508,251
1,920.00	2,488.00	2,500	2,760	402050	Truck Permits	0.00	2,303	2,389	2,389
204,268.47	206,695.00	199,000	173,982	402400	Oregon State Highway Tax	0.00	205,482	194,982	194,982
6,724.72	8,079.68	3,000	80	402700	Refunds & Misc	0.00	4,970	4,961	4,961
100,919.85	100,450.05	100,000	100,000	403600	Road Maintenance Fees	0.00	100,457	100,457	100,457
0.00	0.00	50,000	0	405250	Grants	0.00	50,000	50,000	50,000
2,024,854.79	2,355,553.96	2,602,400	2,432,990		REVENUE	0.00	2,221,469	2,225,456	2,225,456

2016 Actual	2017 Actual	2018 2018 Adopted	2018 Estimated	Acct	Description	FTE	2019 2019 Proposed	2019 Approved	2019 Adopted
STREETS									
				011-110	Expenditures				
0.00	0.00	0	0		Public Works Director	0.20	17,023	17,023	17,023
0.00	0.00	0	0		Operations Supervisor	0.26	14,906	14,906	14,906
0.00	0.00	0	0		Maintenance Worker II	0.34	13,830	13,830	13,830
0.00	0.00	0	0		Maintenance Worker III	0.66	29,355	29,355	29,355
0.00	0.00	0	0		Maintenance Worker IV Equip Op	0.33	15,254	15,254	15,254
0.00	0.00	0	0		PW Crewlead	0.33	18,582	18,582	18,582
0.00	0.00	0	0		Equipment Maint Mechanic	0.34	15,716	15,716	15,716
0.00	0.00	0	0		Planning Asst. (.40 FTE)	0.10	1,769	1,769	1,769
0.00	0.00	0	0		City Manager	0.02	1,990	1,990	1,990
0.00	0.00	0	0		Executive Asst/Recorder	0.02	1,083	1,083	1,083
0.00	0.00	0	0		City Attorney	0.00	0	0	0
0.00	0.00	0	0		Finance Director	0.04	2,701	2,701	2,701
0.00	0.00	0	0		City Planner	0.02	1,368	1,368	1,368
0.00	0.00	0	0		Accounting Clerk	0.04	1,688	1,688	1,688
0.00	0.00	0	0		IT Director	0.04	1,694	1,694	1,694
0.00	0.00	0	0	501400	Call Time	0.00	4,000	4,000	4,000
0.00	0.00	0	0	501500	Overtime	0.00	3,400	3,400	3,400
0.00	0.00	0	0	504700	Social Security	0.00	10,601	11,043	11,043
0.00	0.00	0	0	504800	Health Insurance	0.00	48,229	48,229	48,229
0.00	0.00	0	0	504900	Workers Comp	0.00	1,952	5,749	5,749
0.00	0.00	0	0	505000	Retirement	0.00	16,255	16,255	16,255
0.00	0.00	0	0		Personnel Services	2.74	221,396	225,635	225,635
0.00	0.00	0	0	600100	Office Supplies	0.00	500	500	500
2,096.64	2,569.65	2,375	2,756	600210	Electricity	0.00	5,567	5,567	5,567
383.02	412.57	450	450	600250	Alarms	0.00	910	910	910
0.00	0.00	0	0		Communication Services	0.00	1,450	1,450	1,450
0.00	0.00	8,500	3,000	600300	Equipment Repair	0.00	11,670	11,670	11,670
0.00	0.00	0	0	600350	Vehicle Maint Repair	0.00	1,700	1,700	1,700
0.00	0.00	0	0	600400	Facility Needs	0.00	350	350	350
5,612.06	77,067.26	85,000	50,000	600420	Systems Repair	0.00	85,000	85,000	85,000
0.00	0.00	0	0	600600	Travel & Training	0.00	2,500	2,500	2,500
0.00	0.00	0	0	600700	Membership & Subscription	0.00	200	200	200
0.00	0.00	0	0	601500	Gas, Oil & Tires	0.00	6,700	6,700	6,700
5,434.75	5,897.81	6,310	6,048	601700	Insurance	0.00	15,000	15,000	15,000
0.00	0.00	0	0	607500	Special Purchases	0.00	6,700	6,700	6,700
10,140.55	8,661.14	15,000	15,000	608000	Supplies	0.00	19,400	19,400	19,400
33,490.02	5,767.93	6,000	8,000	608100	Contract & Other Services	0.00	8,000	8,000	8,000
42,292.57	41,436.00	45,000	45,000	608175	Street Sweeping	0.00	45,000	45,000	45,000
99,449.61	141,812.36	168,635	130,254		Materials & Supplies	0.00	210,147	210,647	210,647
0.00	0.00	0	0	620500	Equipment	0.00	0	0	0
188,367.70	359,415.25	1,460,755	233,083	620520	Systems	0.00	1,188,505	1,210,507	1,210,507
51,782.82	3,769.44	404,000	400,000	620540	Road Maintenance Expenditures	0.00	287,000	227,432	227,432
0.00	0.00	80,000	0	626500	Arcadia Drive	0.00	152,250	201,336	201,336
240,150.52	363,184.69	1,944,755	633,083		Capital Outlay	0.00	1,627,755	1,639,275	1,639,275
81,000.00	83,500.00	99,370	99,370	630300	Transfer to General Fund	0.00	8,760	8,760	8,760
144,547.64	123,684.94	196,590	196,590	630500	Transfer to Public Works	0.00	0	0	0
22,060.00	22,060.00	28,050	28,050	631000	Transfer to PW Equip Reserve	0.00	30,000	30,000	30,000
30,000.00	30,000.00	40,000	40,000	631850	Transfer to Street Reserve	0.00	40,000	40,000	40,000
277,607.64	259,244.94	364,010	364,010		Materials & Supplies	0.00	78,760	78,760	78,760
0.00	0.00	125,000	0	640100	Contingency	0.00	64,142	71,139	71,139
0.00	0.00	125,000	0		Contingency	0.00	64,142	71,139	71,139
2,024,854.79	2,355,553.96	2,602,400	2,432,990		FUND REVENUE		2,221,469	2,225,456	2,225,456
617,207.77	764,241.99	2,602,400	1,127,347		FUND EXPENDITURES		2,202,200	2,225,456	2,225,456
					UEFB		19,269	0	0
1,407,647.02	1,591,311.97	0	1,305,643		FUND TOTAL	2.74	0	0	0

WATER

AT A GLANCE

This fund assures that Toledo water is provided in sufficient quantity and quality and exceeds State and Federal regulations with regard to maintaining safe drinking water compliance. The treatment plant is currently staffed by 2 FTE who are responsible for the day-to-day operations of the Water Treatment Facility. An additional “Operator Trainee” position has been requested within this proposed operating budget to share between the water and wastewater treatment plant facilities. If approved this additional “Operator Trainee” will help offset over-time costs as well as provide opportunities for existing staff to receive much needed time away from work when earned and/or necessary.

Due to the staff reallocation found within the “Public Works” portion of this budget document, personnel allocation for this fund reflects 6.25 Full-Time Equivalent (FTE) and other associated staffing costs necessary to provide adequate operation to the Treatment and/or Distribution functions of the Water enterprise, including materials, supplies, capital outlay, meter reading, and utility billing.

The 2018-19 proposed budget for this fund reflects and approximate 13% expenditure DECREASE as well as an approximate 9% revenue DECREASE from the prior year.

FY 2017-2018

Goals	Accomplishments
Infrastructure	<ul style="list-style-type: none"> Completed Water Management and Conservation Plan. Alder Lane water line install project per previous year plan.
Quality of Life	<ul style="list-style-type: none"> Produced municipal water in enough quantity to meet desired demand. Met all state and federal standards in production, storage, and delivery of municipal water supply.
Public Safety	<ul style="list-style-type: none"> Installed in-line system valve(s) to ensure proper system operation.

FY 2018-2019

Goals	Objectives
Infrastructure	<ul style="list-style-type: none"> Clean, inspect, repair and repaint Ammon Road Water Tank as needed. Evaluate the need to remove old Siletz Intake structure – Remove if necessary Evaluate project(s) identified in current Master Plan for relevancy and/or determine possible alternatives.
Financial Security	<ul style="list-style-type: none"> Continue optimization of Water Plant power, chemicals, operations, and other relevant systems.

DEPARTMENT RESPONSIBILITIES

Water

- Water Rights
- Treatment Plant
- Emergency Response
- Maintaining State Permits
- Water Transmission System
- Training
- 35 miles of water distribution lines
- 27 miles of wastewater collection lines
- 9 water or wastewater pumping stations
- Mill Creek Reservoir and pumping facility
- Monthly water meter reading services
- System Maintenance
- Operational Procedures
- Seal Rock Water District
- Annual Reports
- Operator Certification
- Water Quality Tests
- 14 miles of raw water lines
- 4 water storage tanks
- Siletz River intake and pumping facility
- Cross connection/backflow prevention

2016			2018					2019	2019	2019
Actual	2017	Actual	Adopted	2018 Estimated	Acct	Description	FTE	Proposed	Approved	Adopted
WATER FUND										
					012-000	Revenue				
740,007.97	849,398.90		376,699	429,307	400100	Beginning Fund Balance	0.00	150,000	255,581	255,581
4,489.02	4,492.48		5,000	5,000	400400	Interest	0.00	4,491	4,300	4,300
0.00	0.00		0	0	401280	Transfer from Stabilization	0.00	0	0	0
2,132.88	1,236.75		3,000	3,300	402700	Refunds & Misc	0.00	2,123	3,000	3,000
1,225,632.90	1,265,416.27		1,265,000	1,287,705	403700	Sale of Water	0.00	1,259,585	1,259,585	1,259,585
2,530.29	7,532.75		5,000	1,000	403800	Meter Charges-Connection Fees	0.00	3,688	3,000	3,000
4,039.00	3,940.00		3,500	3,500	403900	Service Fees	0.00	3,903	3,500	3,500
9,265.00	8,870.00		9,000	9,000	403950	Delinquent Fees	0.00	9,258	9,000	9,000
446,284.55	384,428.30		370,000	382,750	404100	Sale of Water to Seal Rock	0.00	404,488	385,000	385,000
387.60	562.65		400	900	404125	H2O Program Donations	0.00	649	400	400
-137.45	220.00		0	64	404200	Water Deposit	0.00	0	0	0
8,547.00	9,324.00		10,720	10,564	405380	Rents & Leases	0.00	9,478	10,000	10,000
2,443,178.76	2,535,422.10		2,048,319	2,133,090		TOTAL REVENUE	0.00	1,847,662	1,933,366	1,933,366

2016 Actual	2017 Actual	2018 Adopted	2018 Estimated	Acct	Description	FTE	2019 Proposed	2019 Approved	2019 Adopted
WATER FUND									
Expenditures									
Water Plant									
				012-120	Public Works Director	0.20	17,023	17,023	17,023
0.00	0.00	0	0		Operations Supervisor	0.02	1,147	1,147	1,147
0.00	0.00	0	0		Equipment Maint Mechanic	0.03	1,387	1,387	1,387
0.00	0.00	0	0		Assistant Planner(.40 FTE)	0.05	885	885	885
0.00	0.00	0	0		Utility Billing Clerk	0.20	7,670	7,670	7,670
0.00	0.00	0	0		Facility Ops-WW	1.00	48,573	48,573	48,573
0.00	0.00	0	0		Senior Treatment Op-WW	1.00	56,309	56,309	56,309
0.00	0.00	0	0		Facility Ops Trainee	0.50	21,580	21,580	21,580
0.00	0.00	0	0		City Manager	0.01	995	995	995
0.00	0.00	0	0		Executive Asst/Recorder	0.01	541	541	541
0.00	0.00	0	0		City Attorney	0.00	0	0	0
0.00	0.00	0	0		Finance Director	0.04	2,701	2,701	2,701
0.00	0.00	0	0		City Planner	0.01	684	684	684
0.00	0.00	0	0		Accounting Clerk	0.04	1,688	1,688	1,688
0.00	0.00	0	0		IT Director	0.04	1,694	1,694	1,694
105,219.13	105,274.83	113,000	118,849	500050	Full Time	0.00	0	0	0
19,370.59	15,572.21	21,000	7,013	501400	Call Time	0.00	21,000	21,000	21,000
14,960.11	23,058.70	15,000	16,615	501500	Overtime	0.00	15,000	15,000	15,000
10,606.32	10,916.55	11,400	10,899	504700	Social Security	0.00	12,604	15,214	15,214
7,553.61	12,806.70	38,000	9,741	504800	Health Insurance	0.00	30,389	30,389	30,389
4,105.52	3,878.01	4,500	4,633	504900	Workers' Comp	0.00	2,304	3,965	3,965
8,696.66	10,110.29	15,500	12,402	505000	Retirement	0.00	18,846	20,598	20,598
170,511.94	181,617.29	218,400	180,152		Personnel Services	3.15	263,020	269,043	269,043
795.69	325.09	500	500	600100	Office Supplies	0.00	500	500	500
0.00	0.00	0	0	600150	Data Processing Support	0.00	0	0	0
56,624.61	58,285.75	61,000	65,000	600210	Electricity	0.00	61,000	61,000	61,000
5,577.01	5,662.33	6,125	6,200	600220	Communication Services	0.00	6,125	6,125	6,125
2,260.27	2,001.61	2,000	2,000	600250	Alarms	0.00	2,000	2,000	2,000
1,019.00	2,872.57	6,500	8,000	600300	Equipment Maint & Repair	0.00	10,000	10,000	10,000
89.90	158.55	500	0	600350	Vehicle Maint & Repair	0.00	500	500	500
0.00	556.00	7,500	38,000	600400	Facility Needs	0.00	7,500	7,500	7,500
7,453.21	7,754.18	10,000	5,715	600420	Systems Repair	0.00	10,000	10,000	10,000
1,033.44	1,562.07	2,000	2,130	600600	Travel & Training	0.00	2,835	2,835	2,835
971.02	874.44	900	910	600700	Membership & Subscription	0.00	1,500	1,500	1,500
1,604.68	964.68	1,500	2,000	601500	Gas, Oil & Tires	0.00	2,000	2,000	2,000
16,330.03	18,349.66	19,700	19,000	601700	Insurance	0.00	30,000	30,000	30,000
0.00	0.00	0	0	607500	Special Purchases	0.00	0	17,500	17,500
39,936.24	38,277.02	43,000	43,000	608000	Supplies	0.00	50,000	50,000	50,000
24,047.51	19,198.13	22,700	21,439	608100	Contract & Other Services	0.00	31,400	31,400	31,400
157,742.61	156,842.08	183,925	213,894		Materials & Supplies	0.00	215,360	232,860	232,860
0.00	0.00	0	0		Land	0.00	0	0	0
0.00	0.00	0	0		Buildings - Outside Storage	0.00	5,000	0	0
0.00	0.00	0	0		Projects/Improvements - Misc Facility Needs	0.00	4,800	0	0
0.00	0.00	0	0		Equipment/Machinery - Jar Tester, Turb Meter	0.00	7,700	0	0
0.00	0.00	0	0		Furniture	0.00	0	0	0
0.00	0.00	0	0		Capital Outlay	0.00	17,500	0	0
121,850.00	127,750.00	125,375	125,375	630300	Transfer to General Fund	0.00	4,380	4,380	4,380
103,603.60	92,526.17	138,785	138,785	630500	Transfer to Public Works	0.00	0	0	0
7,140.00	7,140.00	8,880	8,880	631000	Transfer to PW Reserve	0.00	10,000	10,000	10,000
110,646.00	173,790.00	151,030	151,030	631800	Transfer to Water Reserve	0.00	152,000	152,000	152,000
0.00	6,900.00	3,600	3,600	631950	Transfer to Stabilization Fund	0.00	3,600	0	0
343,239.60	408,106.17	427,670	427,670		Materials & Supplies	0.00	169,980	166,380	166,380
0.00	0.00	0	0		Operating Contingency	0.00	64,863	149,481	149,481
0.00	0.00	0	0		Operating Contingency	0.00	64,863	149,481	149,481
181,860.97	154,211.51	179,550	179,550	702000	2012 Debt Repayment	0.00	179,550	179,550	179,550
0.00	179,708.73	0	0	709000	Debt Service Reserve	0.00	0	0	0
181,860.97	333,920.24	179,550	179,550		Debt Service	0.00	179,550	179,550	179,550
853,355.12	1,080,485.78	1,009,545	1,001,266		WATER PLANT TOTAL	3.15	910,273	997,314	997,314

2016 Actual	2017 Actual	2018	Adopted	2018 Estimated	Acct	Description	FTE	2019 Proposed	2019 Approved	2019 Adopted
WATER FUND										
Expenditures										
Water Distribution										
0.00	0.00	0	0	0	012-125	Public Works Director	0.20	17,023	17,023	17,023
0.00	0.00	0	0	0		Operations Supervisor	0.40	22,932	22,932	22,932
0.00	0.00	0	0	0		Maintenance Worker II	0.33	13,423	13,423	13,423
0.00	0.00	0	0	0		Maintenance Worker III	0.66	29,355	29,355	29,355
0.00	0.00	0	0	0		Maintenance Worker IV Equip Op	0.33	15,254	15,254	15,254
0.00	0.00	0	0	0		PW Crewlead	0.33	18,582	18,582	18,582
0.00	0.00	0	0	0		Equipment Maint Mechanic	0.30	13,867	13,867	13,867
0.00	0.00	0	0	0		Assistant Planner(.40 FTE)	0.10	1,769	1,769	1,769
0.00	0.00	0	0	0		Utility Billing Clerk	0.30	11,505	11,505	11,505
0.00	0.00	0	0	0		City Manager	0.01	995	995	995
0.00	0.00	0	0	0		Executive Asst/Recorder	0.01	541	541	541
0.00	0.00	0	0	0		City Attorney	0.00	0	0	0
0.00	0.00	0	0	0		Finance Director	0.04	2,701	2,701	2,701
0.00	0.00	0	0	0		City Planner	0.01	684.00	684	684
0.00	0.00	0	0	0		Accounting Clerk	0.04	1,688.00	1,688	1,688
0.00	0.00	0	0	0		IT Director	0.04	1,694.00	1,694	1,694
0.00	0.00	0	0	0		Call Time	0.00	4,000.00	4,000	4,000
0.00	0.00	0	0	0		Overtime	0.00	3,400.00	3,400	3,400
0.00	0.00	0	0	0		Social Security	0.00	11,987.00	12,195	12,195
0.00	0.00	0	0	0		Health Insurance	0.00	52,804.00	52,804	52,804
0.00	0.00	0	0	0		Workers' Comp	0.00	2,207.00	2,467	2,467
0.00	0.00	0	0	0		Retirement	0.00	18,156.00	18,846	18,846
0.00	0.00	0	0	0		Personnel Services	3.10	244,567	245,725	245,725
4,422.18	4,614.97	6,000	6,000	6,000	600100	Office Supplies	0.00	6,500	6,500	6,500
808.73	2,196.04	2,400	2,400	2,400	600150	Data Processing Support	0.00	2,400	2,400	2,400
6,075.83	6,770.50	7,200	9,500	9,500	600210	Electricity	0.00	10,370	10,370	10,370
0.00	0.00	0	0	0		Communication Services	0.00	1,500	0	0
0.00	0.00	0	0	0		Alarms	0.00	450	1,500	1,500
25.44	0.00	1,000	250	250	600300	Equipment Maint & Repair	0.00	4,200	4,200	4,200
0.00	0.00	0	0	0		Vehicle Maint & Repair	0.00	1,700	1,700	1,700
0.00	0.00	0	0	0		Facility Needs	0.00	340	2,040	2,040
13,423.60	28,673.62	20,000	25,000	25,000	600420	Systems Repair	0.00	27,000	27,000	27,000
0.00	2,018.25	2,000	1,250	1,250	603980	H2O Program Expenses	0.00	2,000	2,000	2,000
0.00	0.00	0	0	0		Travel & Training	0.00	2,790	2,790	2,790
0.00	0.00	0	0	0		Membership & Subscription	0.00	200	200	200
0.00	0.00	0	0	0		Gas, Oil & Tires	0.00	6,700	6,700	6,700
0.00	0.00	0	0	0		Insurance	0.00	5,000	5,000	5,000
0.00	0.00	0	0	0	607500	Special Purchases	0.00	6,700	6,700	6,700
4,636.72	14,625.93	25,000	25,000	25,000	608000	Supplies	0.00	29,400	29,400	29,400
8,918.33	11,690.12	15,200	15,200	15,200	608100	Contract & Other Services	0.00	18,000	18,000	18,000
38,310.83	70,589.43	78,800	84,600	84,600		Materials & Services	0.00	125,250	126,500	126,500
0.00	0.00	0	0	0		Land	0.00	0		
0.00	0.00	0	0	0		Buildings	0.00	0	0	0
0.00	0.00	0	0	0		Projects/Improvements	0.00	0	0	0
0.00	0.00	0	0	0		Equipment/Machinery	0.00	1,700	0	0
0.00	0.00	0	0	0		Furniture	0.00	0	0	0
0.00	0.00	0	0	0		Capital Outlay	0.00	1,700	0	0
121,850.00	127,750.00	125,375	125,375	125,375	630300	Transfer to General Fund	0.00	4,380	4,380	4,380
216,056.38	188,420.67	293,065	293,065	293,065	630500	Transfer to Public Works	0.00	0	0	0
12,490.00	12,490.00	12,500	12,500	12,500	631000	Transfer to PW Reserve	0.00	12,500	12,500	12,500
110,646.00	173,790.00	151,029	151,029	151,029	631800	Transfer to Water Reserve	0.00	152,000	152,000	152,000
461,042.38	502,450.67	581,969	581,969	581,969		Transfers	0.00	168,880	168,880	168,880
0.00	0.00	140,000	0	0	640100	Contingency	0.00	75,713	156,942	156,942
0.00	0.00	140,000	0	0		Contingency	0.00	75,713	156,942	156,942
241,071.53	204,419.45	238,005	235,876	235,876	702000	2012 Debt Repayment	0.00	238,005	238,005	238,005
0.00	248,169.20	0	0	0	709000	Debt Service Reserve	0.00	0	0	0
241,071.53	452,588.65	238,005	235,876	235,876		Debt Service & Fees	0.00	238,005	238,005	238,005
740,424.74	1,025,628.75	1,038,774	902,445	902,445		WATER DISTRIBUTION TOTAL	3.10	854,115	936,052	936,052
2,443,178.76	2,535,422.10	2,048,319	2,133,090	2,133,090		FUND REVENUE		1,847,662	1,933,366	1,933,366
1,593,779.86	2,106,114.53	2,048,319	1,903,711	1,903,711		FUND EXPENDITURES		1,764,388	1,933,366	1,933,366
						UEFB		83,274	0	0
849,398.90	429,307.57	0	229,379	229,379		FUND TOTAL	6.25	0	0	0

SEWER

AT A GLANCE

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.

This fund has been historically staffed by 2 FTE who perform the day-to-day operation of the Wastewater Treatment Facility, a 24/7 operation. An additional "Operator Trainee" position has been requested within this proposed operating budget to share between the water and wastewater treatment plant facilities. If approved this additional "Operator Trainee" will help offset over-time costs as well as provide opportunities for existing staff to receive much needed time away from work when earned and/or necessary. It will also help ensure personnel are not left alone at the treatment plant in case of emergency; currently there are shifts an operator is alone multiple days a week.

Due to the staff reallocation found within the "Public Works" portion of this budget document, personnel allocation for this fund reflects 6.19 Full-Time Equivalent (FTE) and other associated staffing costs necessary to provide adequate operation to the sanitary sewer treatment and/or collection functions of the Wastewater enterprise, including materials, supplies, capital outlay, meter reading, and utility billing.

The 2018-19 proposed budget for this fund reflects and approximate 1% expenditure & revenue DECREASE from the prior year. However, this proposed budget also reflects the possibility of the City acquiring a \$1 Million loan/grant for sanitary sewer system improvements as approved & directed by City Council.

FY 2017-2018

Goals	Accomplishments
Infrastructure	<ul style="list-style-type: none"> Butler Bridge Force Main replacement bid documents created. Begin systematic approach to Inflow and Infiltration removal. Initiated Engineering of Butler Bridge Pump Station repair.
Quality of Life	<ul style="list-style-type: none"> Treated sewage collected in compliance of permit requirements.

FY 2018-2019

Goals	Objectives
Infrastructure	<ul style="list-style-type: none"> Butler Bridge Force Main & Pump station replacement. Continue Inflow and Infiltration removal. Prepare for inspection of effluent line.
Financial Security	<ul style="list-style-type: none"> Apply for grant/loan for Butler Bridge Main replacement.

DEPARTMENT RESPONSIBILITIES

Sewer

- DEQ Regulatory Compliance
- Treatment Plant
- Emergency Response
- Maintaining State Permits
- Training
- Regulatory Reporting
- System Maintenance
- Operational Procedures
- Collection System
- Operation Certification
- Analytical Evaluation

2016 Actual	2017 Actual	2018 Adopted	2018 Estimated	Acct	Description	FTE	2019 Proposed	2019 Approved	2019 Adopted
SEWER FUND									
Revenues									
226,879.35	199,162.49	194,431	224,330	013-000					
				400100	Beginning Fund Balance	0.00	160,387	158,398	158,398
936.70	1,960.20	1,500	1,500	400400	Interest	0.00	1,448	1,200	1,200
0.00	0.00	2,500	2,500	401280	Transfer from Stabilization	0.00	0	0	0
0.00	0.00	0	0		DEQ Loan / Grant Funds	0.00	1,000,000	1,500,000	1,500,000
81.37	286.75	250	135	402700	Refunds & Misc	0.00	176	150	150
1,053,572.25	1,082,686.15	1,085,000	1,081,000	404400	Sewer Charges	0.00	1,105,419	1,080,000	1,080,000
-112.50	712.50	200	0	404500	Sewer Connection Fees	0.00	0	0	0
1,281,357.17	1,284,808.09	1,283,881	1,309,465		Revenue Total	0.00	2,267,430	2,739,748	2,739,748

2016 Actual	2017 Actual	2018 Adopted	2018 Estimated	Acct	Description	FTE	2019 Proposed	2019 Approved	2019 Adopted
SEWER FUND									
Expenditures									
Sewer Plant									
0.00	0.00	0	0	013-130	Public Works Director	0.20	17,023	17,023	17,023
0.00	0.00	0	0		Operations Supervisor	0.02	1,147	1,147	1,147
0.00	0.00	0	0		Equipment Maint Mechanic	0.03	1,387	1,387	1,387
0.00	0.00	0	0		Assistant Planner(.40 FTE)	0.05	885	885	885
0.00	0.00	0	0		Utility Billing Clerk	0.20	7,670	7,670	7,670
0.00	0.00	0	0		Facility Ops-WW	1.00	54,674	54,674	54,674
0.00	0.00	0	0		Senior Treatment Op-WW	1.00	56,309	56,309	56,309
0.00	0.00	0	0		Facility Ops Trainee	0.50	21,580	21,580	21,580
0.00	0.00	0	0		City Manager	0.01	995	995	995
0.00	0.00	0	0		Executive Asst/Recorder	0.01	541	541	541
0.00	0.00	0	0		City Attorney	0.00	0	0	0
0.00	0.00	0	0		Finance Director	0.04	2,701	2,701	2,701
0.00	0.00	0	0		City Planner	0.01	684	684	684
0.00	0.00	0	0		Accounting Clerk	0.04	1,688	1,688	1,688
0.00	0.00	0	0		IT Director	0.04	1,694	1,694	1,694
104,542.57	107,916.19	110,000	126,604	500050	Full Time	0.00	0	0	0
18,723.33	18,732.89	19,600	9,370	501400	Call Time	0.00	19,600	19,600	19,600
7,916.69	7,642.80	9,000	11,144	501500	Overtime	0.00	9,000	9,000	9,000
9,854.47	10,084.42	10,600	11,254	504700	Social Security	0.00	13,139	15,115	15,115
21,490.55	22,479.12	32,000	20,437	504800	Health Insurance	0.00	30,389	30,389	30,389
3,037.45	2,841.84	3,250	3,362	504900	Workers' Comp	0.00	2,419	3,870	3,870
15,470.46	15,907.23	20,500	17,000	505000	Retirement	0.00	23,074	20,286	20,286
181,035.52	185,604.49	204,950	199,171		Personnel Services	3.15	266,599	267,238	267,238
189.52	11.07	500	250	600100	Office Supplies	0.00	500	500	500
880.00	880.00	900	900	600150	Data Processing Support	0.00	1,500	1,500	1,500
33,147.23	38,583.65	37,300	42,000	600210	Electricity	0.00	40,000	40,000	40,000
3,113.01	3,681.25	4,050	4,050	600220	Communication Services	0.00	4,100	4,100	4,100
1,592.66	1,085.42	6,100	13,025	600300	Equipment Maint & Repair	0.00	10,000	10,000	10,000
562.90	894.68	1,500	500	600350	Vehicle Maint & Repair	0.00	1,500	1,500	1,500
376.72	1,275.71	4,000	2,000	600400	Facility Needs	0.00	4,000	4,000	4,000
6,952.38	3,755.08	10,000	8,000	600420	Systems Repair	0.00	10,000	10,000	10,000
971.68	1,153.83	1,500	1,800	600600	Travel & Training	0.00	2,835	2,835	2,835
0.00	0.00	0	0	600700	Membership & Subscription	0.00	250	250	250
1,943.00	1,050.22	1,200	1,200	601500	Gas, Oil & Tires	0.00	1,500	1,500	1,500
20,910.88	22,153.86	23,700	23,700	601700	Insurance	0.00	37,500	37,500	37,500
0.00	0.00	0	0	607500	Special Purchases	0.00	0	30,000	30,000
40,287.78	38,294.94	40,000	45,000	608000	Supplies	0.00	40,000	40,000	40,000
7,734.09	10,302.54	11,800	15,000	608100	Contract & Other Services	0.00	15,000	15,000	15,000
118,661.85	123,122.25	142,550	157,425		Materials & Services	0.00	168,685	198,685	198,685
0.00	0.00	0	0		Buildings	0.00	1,000		
0.00	0.00	0	0		Projects/Improvements	0.00	3,000	0	0
0.00	0.00	0	0		Equipment/Machinery	0.00	26,000	0	0
0.00	0.00	0	0		Furniture	0.00	0	0	0
0.00	0.00	0	0		Capital Outlay	0.00	30,000	0	0
79,963.00	80,250.00	81,700	81,700	630300	Transfer to General Fund	0.00	4,380	4,380	4,380
44,024.71	38,262.46	57,905	57,905	630500	Transfer to Public Works	0.00	0	0	0
10,825.00	10,825.00	12,500	12,500	631000	Transfer to PW Reserve	0.00	12,500	12,500	12,500
138,280.00	138,280.00	139,765	139,765	631160	Transfer for Sewer loan pmt	0.00	0	0	0
72,405.00	71,376.00	55,211	55,211	631900	Transfer to Sewer Reserve	0.00	25,000	25,000	25,000
0.00	2,000.00	0	0	631950	Transfer to Stabilization Fund	0.00	0	0	0
345,497.71	340,993.46	347,081	347,081		Transfers	0.00	41,880	41,880	41,880
0.00	0.00	0	0	640100	Contingency	0.00	15,215	19,035	19,035
0.00	0.00	0	0		Contingency	0.00	15,215	19,035	19,035
0.00	0.00	0	0	631160	Revenue Bond Repayment Princ.	0.00	139,765	96,645	96,645
0.00	0.00	0	0		Revenue Bond Repayment Int & Fees	0.00	0	0	0
0.00	0.00	0	0		Debt Service Reserve	0.00	0	0	0
0.00	0.00	0	0		Debt Service & Fees	0.00	139,765	96,645	96,645
645,195.08	649,720.20	694,581	703,677		SEWER PLANT TOTAL	3.15	662,144	623,483	623,483

2016 Actual	2017 Actual	2018 Adopted	2018 Estimated	Acct	Description	FTE	2019 Proposed	2019 Approved	2019 Adopted
SEWER FUND									
Expenditures									
Sewer Collection									
0.00	0.00	0	0	013-135	Public Works Director	0.20	17,023	17,023	17,023
0.00	0.00	0	0		Operations Supervisor	0.30	17,199	17,199	17,199
0.00	0.00	0	0		Maintenance Worker II	0.33	13,423	13,423	13,423
0.00	0.00	0	0		Maintenance Worker III	0.68	30,245	30,245	30,245
0.00	0.00	0	0		Maintenance Worker IV Equip Op	0.34	15,716	15,716	15,716
0.00	0.00	0	0		PW Crewlead	0.34	19,145	19,145	19,145
0.00	0.00	0	0		Equipment Maint Mechanic	0.30	13,867	13,867	13,867
0.00	0.00	0	0		Assistant Planner(.40 FTE)	0.10	1,769	1,769	1,769
0.00	0.00	0	0		Utility Billing Clerk	0.30	11,505	11,505	11,505
0.00	0.00	0	0		City Manager	0.01	995	995	995
0.00	0.00	0	0		Executive Asst/Recorder	0.01	541	541	541
0.00	0.00	0	0		City Attorney	0.00	0	0	0
0.00	0.00	0	0		Finance Director	0.04	2,701	2,701	2,701
0.00	0.00	0	0		City Planner	0.01	684	684	684
0.00	0.00	0	0		Accounting Clerk	0.04	1,688	1,688	1,688
0.00	0.00	0	0		IT Director	0.04	1,694	1,694	1,694
0.00	0.00	0	0	501400	Call Time	0.00	4,000	4,000	4,000
0.00	0.00	0	0	501500	Overtime	0.00	3,400	3,400	3,400
0.00	0.00	0	0	504700	Social Security	0.00	11,695	11,903	11,903
0.00	0.00	0	0	504800	Health Insurance	0.00	51,009	51,009	51,009
0.00	0.00	0	0	504900	Workers Comp	0.00	2,153	2,472	2,472
0.00	0.00	0	0	505000	Retirement	0.00	17,808	16,500	16,500
0.00	0.00	0	0		Personnel Services	3.04	238,260	237,479	237,479
3,514.47	3,826.97	3,700	4,500	600100	Office Supplies	0.00	4,400	4,400	4,400
808.72	2,076.86	2,200	2,200	600150	Data Processing Support	0.00	2,200	2,200	2,200
26,031.60	34,946.62	35,700	35,700	600210	Electricity	0.00	40,200	40,200	40,200
605.67	0.00	0	0	600220	Communication Services	0.00	1,400	1,400	1,400
2,465.52	2,604.00	2,700	2,700	600250	Alarms	0.00	3,300	3,300	3,300
428.81	0.00	2,500	32,000	600300	Equipment Maint & Repair	0.00	6,100	6,100	6,100
0.00	0.00	0	0		Vehicle Maint & Repair	0.00	1,900	1,900	1,900
1,126.12	0.00	1,500	0	600400	Building Repair	0.00	1,850	1,850	1,850
22,397.94	12,346.28	20,000	20,000	600420	Systems Repair	0.00	20,000	20,000	20,000
0.00	0.00	0	0		Travel & Training (\$900/FTE)	0.00	2,736	2,736	2,736
0.00	0.00	0	0		Membership & Subscription	0.00	250	250	250
2,033.29	2,311.42	2,000	0	601500	Gas, Oil & Tires	0.00	8,700	8,700	8,700
0.00	0.00	0	0		Insurance	0.00	5,000	5,000	5,000
0.00	0.00	0	0	607500	Special Purchases	0.00	6,700	36,700	36,700
6,515.27	709.31	6,000	2,500	608000	Supplies	0.00	10,400	10,400	10,400
7,002.18	10,165.69	11,200	11,200	608100	Contract & Other Services	0.00	14,000	14,000	14,000
72,929.59	68,987.15	87,500	110,800		Materials & Services	0.00	129,136	159,136	159,136
0.00	0.00	0	0		Buildings	0.00	0	0	0
0.00	0.00	0	0		Projects/Improvements	0.00	30,000	0	0
0.00	0.00	0	0		Equipment/Machinery	0.00	50,000	50,000	50,000
0.00	0.00	0	0		Furniture	0.00	0	0	0
0.00	0.00	0	0		Capital Outlay	0.00	80,000	50,000	50,000
79,962.00	80,250.00	81,700	81,700	630300	Transfer to General Fund	0.00	4,380	4,380	4,380
148,147.01	126,586.79	200,700	135,491	630500	Transfer to Public Works	0.00	0	0	0
12,485.00	12,485.00	12,500	12,500	631000	Transfer to PW Reserve	0.00	12,500	12,500	12,500
51,072.00	51,072.00	51,690	51,690	631160	Transfer for Sewer loan pmt **	0.00	1,000,000	1,500,000	1,500,000
72,404.00	71,376.00	55,210	55,210	631900	Transfer to Sewer Reserve	0.00	25,000	25,000	25,000
364,070.01	341,769.79	401,800	336,591		Transfers	0.00	1,041,880	1,541,880	1,541,880
0.00	0.00	100,000	0	640100	Contingency	0.00	17,263	25,080	25,080
0.00	0.00	100,000	0		Contingency	0.00	17,263	25,080	25,080
0.00	0.00	0	0	631160	DEQ Loan Repayment - Principal	0.00	51,690	51,690	51,690
0.00	0.00	0	0		Debt Service Reserve	0.00	42,000	51,000	51,000
0.00	0.00	0	0			0.00	0	0	0
0.00	0.00	0	0		Debt Service & Fees	0.00	93,690	102,690	102,690
436,999.60	410,756.94	589,300	447,391		SEWER COLLECTION TOTAL	3.04	1,600,229	2,116,265	2,116,265
1,281,357.17	1,284,808.09	1,283,881	1,309,465		FUND REVENUES		2,267,430	2,739,748	2,739,748
1,082,194.68	1,060,477.14	1,283,881	1,151,068		FUND EXPENDITURES		2,262,373	2,739,748	2,739,748
					UEFB		5,057	0	0
199,162.49	224,330.95	0	158,397		FUND TOTALS	6.19	0	0	0

2016 Actual	2017 Actual	2018 Adopted	2018 Estimated	Acct	Description	FTE	2019 Proposed	2019 Approved	2019 Adopted
CC STRATEGIC RESERVE									
Revenues									
8,758.67	35,835.23	46,170	45,239	020-000	Beginning Fund Balance	0.00	46,000	45,939	45,939
162.01	467.56	700	700	400100	Interest	0.00	700	700	700
0.00	0.00	0	0	400400	Refunds & Misc	0.00	0	0	0
27,914.55	8,936.62	10,000	0	402700	Loan Repayment	0.00	10,000	10,000	10,000
36,835.23	45,239.41	56,870	45,939	405400	Revenue Totals	0.00	56,700	56,639	56,639
Expenditures									
0.00	0.00	10,000	0	020-200	Contract & Other Services	0.00	10,000	10,700	10,700
0.00	0.00	10,000	0	608100	Materials & Services	0.00	10,000	10,700	10,700
1,000.00	0.00	46,870	0	628200	Public Improvements	0.00	46,700	45,939	45,939
1,000.00	0.00	46,870	0		Capital Outlay	0.00	46,700	45,939	45,939
36,835.23	45,239.41	56,870	45,939		FUND REVENUES		56,700	56,639	56,639
1,000.00	0.00	56,870	0		FUND EXPENDITURES		56,700	56,639	56,639
35,835.23	45,239.41	0	45,939		FUND TOTALS	0.00	0	0	0

2016 Actual	2017 Actual	2018 Adopted	2018 Estimated	Acct	Description	FTE	2019 Proposed	2019 Approved	2019 Adopted
DEBT SERVICES									
Revenues									
14,832.25	32,596.60	19,485	19,000	025-000	Beginning Fund Balance	0.00	9,000	9,350	9,350
174,393.39	147,824.87	155,165	155,000	400100	Current Taxes	0.00	156,000	156,000	156,000
5,633.05	5,301.65	5,000	5,000	400200	Delinquent Taxes	0.00	5,000	5,000	5,000
490.41	1,015.71	400	400	400300	Interest	0.00	50	400	400
195,349.10	186,738.83	180,050	179,400	400400	Revenue Totals	0.00	170,050	170,750	170,750
Expenditures									
100,000.00	111,973.75	135,000	135,000	025-250	2005 GO Principal	0.00	135,000	135,000	135,000
62,752.50	46,088.06	35,050	35,050	701000	2005 GO Interest	0.00	35,050	31,000	31,000
162,752.50	158,061.81	170,050	170,050	711000	Debt Service	0.00	170,050	166,000	166,000
0.00	0.00	10,000	0	801000	Unappropriated Surplus	0.00	0	4,750	4,750
0.00	0.00	10,000	0		Unappropriated Surplus	0.00	0	4,750	4,750
195,349.10	186,738.83	180,050	179,400		FUND REVENUES		170,050	170,750	170,750
162,752.50	158,061.81	180,050	170,050		FUND EXPENDITURES		170,050	170,750	170,750
32,596.60	28,677.02	0	9,350		FUND TOTALS	0.00	0	0	0
35,835.23									

2016 Actual	2017 Actual	2018 Adopted	2018 Estimated	Acct.	Description	FTE	2019 Proposed	2019 Approved	2019 Adopted
FORFEITURE REVENUE FUND									
				026-000	Revenues				
3,797.48	3,902.62	4,045	4,000	400100	Beginning Fund Balance	0.00	4,000	4,140	4,140
21.39	43.47	50	40	400400	Interest	0.00	40	40	40
0.00	0.00	0	0	402700	Refunds & Misc	0.00	0	0	0
83.75	94.72	1,000	100	406260	Local Forfeiture Revenue	0.00	100	100	100
3,902.62	4,040.81	5,095	4,140		Revenue Totals	0.00	4,140	4,280	4,280
				026-260	Expenditures				
0.00	0.00	5,095	0	606260	Local Forfeiture Revenue	0.00	4,140	4,280	4,280
0.00	0.00	5,095	0		Materials & Services	0.00	4,140	4,280	4,280
3,902.62	4,040.81	5,095	4,140		FUND REVENUES		4,140	4,280	4,280
0.00	0.00	5,095	0		FUND EXPENDITURES		4,140	4,280	4,280
3,902.62	4,040.81	0	4,140		FUND TOTALS	0.00	0	0	0

2016 Actual	2017 Actual	2018 Adopted	2018 Estimated	Acct	Description	FTE	2019 Proposed	2019 Approved	2019 Adopted
					REVOLVING LOAN FUND				
				030-000	Revenues				
44,336.41	53,928.03	57,530	57,519	400100	Beginning Fund Balance	0.00	60,000	60,969	60,969
286.77	612.94	600	450	400400	Interest	0.00	450	450	450
9,304.85	2,978.87	3,750	3,000	405400	Loan Repayment	0.00	3,000	3,000	3,000
53,928.03	57,519.84	61,880	60,969		Revenue Totals	0.00	63,450	64,419	64,419
				030-300	Expenditures				
0.00	0.00	61,880	0	608100	Contract & Other Services	0.00	63,450	64,419	64,419
0.00	0.00	61,880	0		Materials & Services	0.00	63,450	64,419	64,419
53,928.03	57,519.84	61,880	60,969		FUND REVENUES		63,450	64,419	64,419
0.00	0.00	61,880	0		FUND EXPENDITURES		63,450	64,419	64,419
53,928.03	57,519.84	0	60,969		FUND TOTALS	0.00	0	0	0

2016 Actual	2017 Actual	2018 Adopted	2018 Estimated	Acct	Description	FTE	2019 Proposed	2019 Approved	2019 Adopted
SOLID WASTE FUND									
Revenues									
170,246.45	172,757.27	176,715	177,266	031-000					
961.44	1,901.53	2,000	2,000	400100	Beginning Fund Balance	0.00	174,000	176,266	176,266
5,426.40	7,422.70	7,000	7,000	400400	Interest	0.00	1,500	1,500	1,500
				403950	User Fees	0.00	7,000	7,000	7,000
176,634.29	182,081.50	185,715	186,266		Revenue Totals	0.00	182,500	184,766	184,766
Expenditures									
3,877.02	4,814.78	185,715	10,000	031-310					
3,877.02	4,814.78	185,715	10,000	608100	Contract & Other Services	0.00	182,500	184,766	184,766
					Materials & Services	0.00	182,500	184,766	184,766
176,634.29	182,081.50	185,715	186,266		FUND REVENUES		182,500	184,766	184,766
3,877.02	4,814.78	185,715	10,000		FUND EXPENDITURES		182,500	184,766	184,766
172,757.27	177,266.72	0	176,266		FUND TOTALS	0.00	0	0	0

2016 Actual	2017 Actual	2018 Adopted	2018 Estimated	Acct	Description	FTE	2019 Proposed	2019 Approved	2019 Adopted
					911 SYSTEM				
				034-000	Revenues				
78,669.84	55,241.68	70,840	66,174	400100	Beginning Fund Balance	0.00	70,000	71,761	71,761
436.03	648.41	700	542	400400	Interest	0.00	500	500	500
17,128.77	13,119.51	19,750	15,124	402550	911 Excise Tax	0.00	15,000	15,000	15,000
0.00	0.00	0	0	402700	Refunds & Misc	0.00	0	0	0
96,234.64	69,009.60	91,290	81,840		Revenue Totals	0.00	85,500	87,261	87,261
				034-340	Expenditures				
1,606.96	1,686.70	15,000	6,482	608100	Contract & Other Services	0.00	15,000	15,000	15,000
1,606.96	1,686.70	15,000	6,482		Materials & Services	0.00	15,000	15,000	15,000
39,386.00	1,148.00	76,290	3,597	620500	Equipment	0.00	70,500	72,761	72,761
39,386.00	1,148.00	76,290	3,597		Capital Outlay	0.00	70,500	72,761	72,761
96,234.64	69,009.60	91,290	81,840		FUND REVENUES		85,500	87,261	87,261
40,992.96	2,834.70	91,290	10,079		FUND EXPENDITURES		85,500	87,261	87,261
55,241.68	66,174.90	0	71,761		FUND TOTALS	0.00	0	0	0

2016 Actual	2017 Actual	2018 Adopted	2018 Estimated	Acct	Description	FTE	2019 Proposed	2019 Approved	2019 Adopted
BUILDING & PROPERTY RESERVE									
				035-000	Revenues				
666,815.28	644,952.82	750,955	770,000	400100	Beginning Fund Balance	0.00	600,000	534,180	534,180
3,546.90	7,660.98	8,000	8,000	400400	Interest	0.00	0	8,000	8,000
0.00	0.00	0	0	400650	Trans from Property Maint Fund	0.00	17,500	17,500	17,500
94,300.00	128,000.00	382,345	382,345	401000	Transfer from General	0.00	20,000	20,000	20,000
0.00	0.00	0	0	401290	Transfer from General Reserve	0.00	0	0	0
7,207.00	0.00	0	0	402700	Refunds & Misc	0.00	0	0	0
0.00	0.00	0	0	405475	Sale of Property	0.00	0	0	0
771,869.18	780,613.80	1,141,300	1,160,345		Revenue Totals	0.00	637,500	579,680	579,680
				035-350	Expenditures				
0.00	0.00	232,300	199,627	621000	City Hall	0.00	65,000	65,000	65,000
9,930.00	500.00	42,000	0	621400	Police Department	0.00	157,000	157,000	157,000
0.00	0.00	57,000	0	621500	Fire Department	0.00	10,000	10,000	10,000
21,531.62	0.00	135,000	135,000	621600	Pool	0.00	0	0	0
1,254.74	14.07	175,000	9,617	621660	Parks	0.00	167,700	167,700	167,700
1,700.00	0.00	80,000	3,787	621700	Library	0.00	77,000	77,000	77,000
0.00	0.00	5,000	0	621800	Public Spaces	0.00	0	0	0
0.00	10,000.00	415,000	278,134	621900	Other Buildings & Properties	0.00	160,800	102,980	102,980
92,500.00	0.00	0	0	629600	Legal Settlement	0.00	0	0	0
126,916.36	10,514.07	1,141,300	626,165		Capital Outlay	0.00	637,500	579,680	579,680
771,869.18	780,613.80	1,141,300	1,160,345		FUND REVENUES		637,500	579,680	579,680
126,916.36	10,514.07	1,141,300	626,165		FUND EXPENDITURES		637,500	579,680	579,680
644,952.82	770,099.73	0	534,180		FUND TOTALS	0.00	0	0	0

2016 Actual	2017 Actual	2018 Adopted	2018 Estimated	Acct	Description	FTE	2019 Proposed	2019 Approved	2019 Adopted
GENERAL RESERVE FUND									
Revenues									
247,199.23	380,497.81	489,000	501,187	036-000	Beginning Fund Balance	0.00	350,000	347,187	347,187
1,720.27	4,772.35	5,000	5,000	400100	Interest	0.00	0	5,000	5,000
0.00	0.00	0	0	400400	Trans from Property Maint Fund	0.00	22,500	22,500	22,500
142,500.00	132,500.00	170,500	154,000	400650	Transfer from General Fund	0.00	115,000	115,000	115,000
55,405.00	1,000.00	0	0	401000	Refunds & Misc	0.00	0	0	0
7,500.00	0.00	0	0	402700	Sale of Surplus Property	0.00	0	0	0
454,324.50	518,770.16	664,500	660,187	405475	Revenue Totals	0.00	487,500	489,687	489,687
Expenditures									
28,346.55	7,873.00	400,000	83,500	036-360	Fire Department Equipment	0.00	248,000	250,187	250,187
10,000.00	0.00	90,000	55,000	621800	Police Department Equipment	0.00	60,000	60,000	60,000
8,650.31	7,687.05	40,000	40,000	628000	City Hall Equipment	0.00	40,000	40,000	40,000
0.00	0.00	1,500	1,500	629000	Library Equipment	0.00	1,500	1,500	1,500
0.00	0.00	0	0	629160	Pool Equipment	0.00	0	0	0
0.00	0.00	92,000	92,000	629350	Property Maintenance Equipment	0.00	91,000	91,000	91,000
22,000.00	0.00	24,000	24,000	629360	Parks Plans & Improvements	0.00	30,000	30,000	30,000
4,829.83	2,022.37	17,000	17,000	629375	Disaster Preparedness	0.00	17,000	17,000	17,000
73,826.69	17,582.42	664,500	313,000	629400	Capital Outlay	0.00	487,500	489,687	489,687
454,324.50	518,770.16	664,500	660,187		FUND REVENUES		487,500	489,687	489,687
73,826.69	17,582.42	664,500	313,000		FUND EXPENDITURES		487,500	489,687	489,687
380,497.81	501,187.74	0	347,187		FUND TOTALS	0.00	0	0	0

2016 Actual	2017 Actual	2018 Adopted	2018 Estimated	Acct	Description	FTE	2019 Proposed	2019 Approved	2019 Adopted
PUBLIC WORKS RESERVE									
Revenues									
152,588.58	108,933.26	134,775	134,152	040-000	Beginning Fund Balance	0.00	135,000	176,002	176,002
662.79	1,154.39	1,000	1,000	400100	Interest	0.00	0	1,000	1,000
19,630.00	19,630.00	21,380	21,380	400600	Transfer from Water	0.00	22,500	22,500	22,500
23,310.00	23,310.00	25,000	25,000	401100	Transfer from Sewer Fund	0.00	25,000	25,000	25,000
22,060.00	22,060.00	28,050	28,050	401200	Transfer from Streets Fund	0.00	30,000	30,000	30,000
0.00	0.00	0	0	402700	Refunds & Misc	0.00	0	0	0
0.00	6,000.00	0	0	405475	Sale of Surplus Property	0.00	0	0	0
218,251.37	181,087.65	210,205	209,582		Revenue Totals	0.00	212,500	254,502	254,502
Expenditures									
109,318.11	46,935.00	180,205	33,580	040-400	Equipment	0.00	182,500	224,502	224,502
0.00	0.00	30,000	0	620500	Buildings	0.00	30,000	30,000	30,000
109,318.11	46,935.00	210,205	33,580	620510	Capital Outlay	0.00	212,500	254,502	254,502
218,251.37	181,087.65	210,205	209,582		FUND REVENUES		212,500	254,502	254,502
109,318.11	46,935.00	210,205	33,580		FUND EXPENDITURES		212,500	254,502	254,502
108,933.26	134,152.65	0	176,002		FUND TOTALS	0.00	0	0	0

2016 Actual	2017 Actual	2018 Adopted	2018 Estimated	Acct	Description	FTE	2019 Proposed	2019 Approved	2019 Adopted
WATER RESERVE FUND									
Revenues									
869,318.94	1,110,846.96	1,378,430	1,388,000	400100	Beginning Fund Balance	0.00	1,175,328	1,187,328	1,187,328
5,540.47	12,711.77	12,000	12,000	400400	Interest	0.00	9,126	9,126	9,126
221,292.00	347,580.00	302,059	302,059	400600	Transfer from Water	0.00	304,000	304,000	304,000
42,950.29	0.00	0	0	402700	Refunds & Misc	0.00	0	0	0
0.00	0.00	50,000	0	404000	Seal Rock Payment	0.00	0	0	0
1,139,101.70	1,471,138.73	1,742,489	1,702,059		Revenue Totals	0.00	1,488,454	1,500,454	1,500,454
Expenditures									
0.00	7,851.25	75,000	21,669	600420	Systems Repair	0.00	75,000	75,000	75,000
0.00	8,514.98	100,000	33,460	608100	Contract & Other Services	0.00	150,000	150,000	150,000
0.00	0.00	0	0	608500	Loan Repayment	0.00	0	0	0
0.00	16,366.23	175,000	55,129		Materials & Services	0.00	225,000	225,000	225,000
28,254.74	66,760.69	1,567,489	459,602	620520	Systems	0.00	1,263,454	1,275,454	1,275,454
28,254.74	66,760.69	1,567,489	459,602		Capital Outlay	0.00	1,263,454	1,275,454	1,275,454
1,139,101.70	1,471,138.73	1,742,489	1,702,059		FUND REVENUES		1,488,454	1,500,454	1,500,454
28,254.74	83,126.92	1,742,489	514,731		FUND EXPENDITURES		1,488,454	1,500,454	1,500,454
1,110,846.96	1,388,011.81	0	1,187,328		FUND TOTALS	0.00	0	0	0

2016 Actual	2017 Actual	2018 Adopted	2018 Estimated	Acct	Description	FTE	2019 Proposed	2019 Approved	2019 Adopted
SEWER RESERVE									
Revenues									
219,680.16	342,440.35	403,281	404,997	400100	Beginning Fund Balance	0.00	120,000	123,501	123,501
1,222.73	3,238.91	1,500	1,500	400400	Interest	0.00	2,231	2,231	2,231
144,809.00	142,752.00	110,421	110,421	400500	Transfer from Sewer Fund	0.00	50,000	50,000	50,000
189,352.00	189,352.00	191,455	191,455	401120	Transfer for Sewer Loan Pmt	0.00	0	0	0
0.00	14.84	0	0	402700	Refunds & Misc	0.00	0	0	0
0.00	0.00	0	0	405400	Transfer for Sewer loan pmt **	0.00	1,000,000	1,500,000	1,500,000
555,063.89	677,798.10	706,657	708,373		Revenue Totals	0.00	1,172,231	1,675,732	1,675,732
Expenditures									
0.00	0.00	12,500	7,700	600420	Systems Repair	0.00	7,231	8,731	8,731
0.00	0.00	20,000	20,000	608100	Contract & Other Services	0.00	5,000	7,001	7,001
0.00	0.00	0	0	608400	DEQ Loan Expenditures	0.00	1,000,000	1,500,000	1,500,000
0.00	0.00	32,500	27,700		Materials & Services	0.00	1,012,231	1,515,732	1,515,732
0.00	0.00	0	0	608500	Loan Repayment	0.00	0	0	0
0.00	13,203.75	0	0	620500	Equipment	0.00	80,000	80,000	80,000
23,671.54	70,619.37	457,702	340,717	620520	Systems	0.00	0	0	0
0.00	0.00	25,000	25,000	620550	I & I Improvement	0.00	80,000	80,000	80,000
23,671.54	83,823.12	482,702	365,717		Capital Outlay	0.00	160,000	160,000	160,000
145,352.00	145,377.29	147,855	147,855	702100	Revenue Bond Repayment	0.00	0	0	0
43,600.00	43,600.00	43,600	43,600	702200	DEQ Loan Repayment	0.00	0	0	0
0.00	0.00	0	0	709000	Debt Service Reserves	0.00	0	0	0
188,952.00	188,977.29	191,455	191,455		Debt Services	0.00	0	0	0
555,063.89	677,798.10	706,657	708,373		FUND REVENUES		1,172,231	1,675,732	1,675,732
212,623.54	272,800.41	706,657	584,872		FUND EXPENDITURES		1,172,231	1,675,732	1,675,732
342,440.35	404,997.69	0	123,501		FUND TOTALS	0.00	0	0	0

2016 Actual	2017 Actual	2018 Adopted	2018 Estimated	Acct	Description	FTE	2019 Proposed	2019 Approved	2019 Adopted
STREET RESERVE FUND									
				043-000	Revenues				
105,547.42	135,706.82	167,210	167,337	400100	Beginning Fund Balance	0.00	200,000	208,937	208,937
671.40	1,630.93	1,600	1,600	400400	Interest	0.00	1,151	1,151	1,151
30,000.00	30,000.00	40,000	40,000	400450	Transfer from Streets	0.00	40,000	40,000	40,000
0.00	0.00	0	0	402700	Refunds & Misc	0.00	0	0	0
136,218.82	167,337.75	208,810	208,937		Revenue Totals	0.00	241,151	250,088	250,088
				043-430	Expenditures				
512.00	0.00	208,810	0	608100	Contract & Other Services	0.00	241,151	250,088	250,088
0.00	0.00	0	0	802000	Reserved for Future Expense	0.00	0	0	0
512.00	0.00	208,810	0		Materials & Services	0.00	241,151	250,088	250,088
136,218.82	167,337.75	208,810	208,937		FUND REVENUES		241,151	250,088	250,088
512.00	0.00	208,810	0		FUND EXPENDITURES		241,151	250,088	250,088
135,706.82	167,337.75	0	208,937		FUND TOTALS	0.00	0	0	0

2016 Actual	2017 Actual	2018 Adopted	2018 Estimated	Acct	Description	FTE	2019 Proposed	2019 Approved	2019 Adopted
					LIBRARY RESERVE				
				045-000	Revenues				
14,290.47	15,986.98	18,665	16,217	400100	Beginning Fund Balance	0.00	6,000	6,392	6,392
86.02	197.84	175	175	400400	Interest	0.00	150	150	150
0.00	0.00	0	0	402700	Refunds & Misc	0.00	0	0	0
6,376.08	6,680.23	10,000	0	404900	Gifts, Grants & Bequests	0.00	10,000	10,000	10,000
20,752.57	22,865.05	28,840	16,392		Revenue Totals	0.00	16,150	16,542	16,542
				045-450	Expenditures				
4,765.59	6,647.09	28,840	10,000	603500	Books & Materials	0.00	16,150	16,542	16,542
4,765.59	6,647.09	28,840	10,000		Materials & Services	0.00	16,150	16,542	16,542
20,752.57	22,865.05	28,840	16,392		FUND REVENUES		16,150	16,542	16,542
4,765.59	6,647.09	28,840	10,000		FUND EXPENDITURES		16,150	16,542	16,542
15,986.98	16,217.96	0	6,392		FUND TOTALS	0.00	0	0	0

2016 Actual	2017 Actual	2018 Adopted	2018 Estimated	Acct	Description	FTE	2019 Proposed	2019 Approved	2019 Adopted
FOOTPATHS & BICYCLE TRAILS									
				050-000	Revenues				
13,293.45	15,436.17	17,650	17,700	400100	Beginning Fund Balance	0.00	17,000	17,900	17,900
79.39	177.65	200	200	400400	Interest	0.00	0	200	200
2,063.33	2,087.82	2,000	0	402400	Oregon State Highway Tax	0.00	2,000	2,000	2,000
0.00	0.00	0	0	402700	Refunds & Misc	0.00	0	0	0
15,436.17	17,701.64	19,850	17,900		Revenue Totals	0.00	19,000	20,100	20,100
				050-500	Expenditures				
0.00	0.00	19,850	0	620520	Systems	0.00	19,000	20,100	20,100
0.00	0.00	19,850	0		Capital Outlay	0.00	19,000	20,100	20,100
15,436.17	17,701.64	19,850	17,900		FUND REVENUES		19,000	20,100	20,100
0.00	0.00	19,850	0		FUND EXPENDITURES		19,000	20,100	20,100
15,436.17	17,701.64	0	17,900		FUND TOTALS	0.00	0	0	0

2016 Actual	2017 Actual	2018 Adopted	2018 Estimated	Acct	Description	FTE	2019 Proposed	2019 Approved	2019 Adopted
SYSTEMS DEVELOPMENT FUND									
				060-000	Revenues				
401,791.57	409,753.21	434,950	453,000	400100	Beginning Fund Balance	0.00	434,950	470,440	470,440
2,267.22	4,638.27	5,000	5,000	400400	Interest	0.00	3,453	4,000	4,000
0.00	0.00	0	0	402700	Refunds & Misc	0.00	0	0	0
3,722.28	20,858.19	10,000	7,000	405000	Water SDCs	0.00	10,527	10,000	10,000
1,647.58	6,509.82	6,500	5,043	405025	Wastewater SDCs	0.00	4,400	4,000	4,000
298.88	5,664.32	2,200	195	405050	Storm Drainage SDCs	0.00	2,052	2,200	2,200
25.68	6,384.90	2,200	202	405075	Transportation SDCs	0.00	2,204	2,200	2,200
409,753.21	453,808.71	460,850	470,440		Revenue Totals	0.00	457,586	492,840	492,840
				060-600	Expenditures				
0.00	-25.00	325,500	0	060-600-620600	Water Systems	0.00	322,586	340,086	340,086
0.00	-21.00	108,350	0	060-600-620610	Wastewater Systems	0.00	109,000	123,500	123,500
0.00	0.00	13,500	0	060-600-620620	Storm Drain Systems	0.00	13,000	14,627	14,627
0.00	0.00	13,500	0	060-600-620630	Transportation Systems	0.00	13,000	14,627	14,627
0.00	-46.00	460,850	0		Capital Outlay	0.00	457,586	492,840	492,840
409,753.21	453,808.71	460,850	470,440		FUND REVENUES		457,586	492,840	492,840
0.00	-46.00	460,850	0		FUND EXPENDITURES		457,586	492,840	492,840
409,753.21	453,854.71	0	470,440		FUND TOTALS	0.00	0	0	0

2016 Actual	2017 Actual	2018 Adopted	2018 Estimated	Acct	Description	FTE	2019 Proposed	2019 Approved	2019 Adopted
GRANT FUND									
Revenues									
102,008.45	129,045.18	110,200	96,408	065-000	Beginning Fund Balance	0.00	80,000	86,058	86,058
625.23	1,219.98	1,000	1,000	400100	Interest	0.00	1,000	1,000	1,000
0.00	0.00	0	0	400400	Refunds & Misc	0.00	0	0	0
27,863.16	25,743.94	116,800	5,400	402700	Grants	0.00	5,000	5,000	5,000
1,800.00	0.00	0	0	405250	Planning Grants	0.00	0	0	0
0.00	1,050.00	1,000	0	405270	Explorer Program	0.00	1,000	1,000	1,000
132,296.84	157,059.10	229,000	102,808	405330	Revenue Totals	0.00	87,000	93,058	93,058
Expenditures									
2,104.61	17,718.48	25,000	350	065-650	Grants	0.00	0	0	0
0.00	0.00	0	0	605250	Main St Program	0.00	0	1,000	1,000
0.00	0.00	64,000	0	605260	Planning Grants	0.00	47,000	52,058	52,058
494.30	1,402.45	2,000	1,500	605270	Explorer Program	0.00	2,000	2,000	2,000
2,598.91	19,120.93	91,000	1,850	605330	Materials & Services	0.00	49,000	55,058	55,058
Capital Outlay									
652.75	41,530.11	100,000	14,900	625250	Grants	0.00	0	0	0
0.00	0.00	0	0	625340	ODOT Grants	0.00	0	0	0
0.00	0.00	38,000	0	625350	Petroleum Trust	0.00	38,000	38,000	38,000
0.00	0.00	0	0	625370	Drinking Water Source Protect	0.00	0	0	0
652.75	41,530.11	138,000	14,900		Capital Outlay	0.00	38,000	38,000	38,000
132,296.84	157,059.10	229,000	102,808		FUND REVENUES		87,000	93,058	93,058
3,251.66	60,651.04	229,000	16,750		FUND EXPENDITURES		87,000	93,058	93,058
129,045.18	96,408.06	0	86,058		FUND TOTALS	0.00	0	0	0

2016 Actual	2017 Actual	2018 Adopted	2018 Estimated	Acct	Description	FTE	2019 Proposed	2019 Approved	2019 Adopted
STABILIZATION FUND									
Revenues									
825,540.01	837,204.82	904,105	903,420	075-000	Beginning Fund Balance	0.00	876,000	885,612	885,612
4,654.03	9,440.65	9,000	9,000	400100	Interest	0.00	9,000	9,000	9,000
0.00	2,000.00	0	0	400500	Transfer from Sewer	0.00	0	0	0
0.00	6,900.00	3,600	3,600	400600	Transfer from Water	0.00	0	0	0
0.00	24,000.00	0	0	401000	Transfer from General Fund	0.00	0	0	0
0.00	12,000.00	0	0	401170	Transfer from Public Works	0.00	0	0	0
17,772.50	24,794.05	10,000	10,000	402700	Refunds & Misc	0.00	10,000	10,000	10,000
0.00	0.00	0	0	405400	Loan Proceeds	0.00	0	0	0
847,966.54	916,339.52	926,705	926,020		Revenue Totals	0.00	895,000	904,612	904,520
Expenditures									
0.00	0.00	590,600	0	075-000	Retirement Expenses	0.00	590,000	596,122	596,122
10,761.72	12,918.93	131,105	6,000	608600	Insurance Expenses	0.00	126,000	127,170	127,170
0.00	0.00	170,500	0	608700	Revenue Stabilization	0.00	179,000	181,320	181,320
10,761.72	12,918.93	892,205	6,000	608800	Materials & Services	0.00	895,000	904,612	904,520
0.00	0.00	32,000	32,000	630300	Transfer to General Fund	0.00	0	0	0
0.00	0.00	2,500	2,500	630700	Transfer to Sewer Fund	0.00	0	0	0
0.00	0.00	34,500	34,500		Transfers	0.00	0	0	0
847,966.54	916,339.52	926,705	926,020		FUND REVENUES		895,000	904,612	904,520
10,761.72	12,918.93	926,705	40,500		FUND EXPENDITURES		895,000	904,612	904,520
837,204.82	903,420.59	0	885,520		FUND TOTALS	0.00	0	0	0

2016 Actual	2017 Actual	2018 Adopted	2018 Estimated	Acct	Description	FTE	2019 Proposed	2019 Approved	2019 Adopted
WATER CONSTRUCTION FUND									
				085-000	Revenues				
215,911.89	191,764.15	175,365	168,000	400100	Beginning Fund Balance	0.00	0	0	0
6,528.51	3,765.05	2,000	2,000	400400	Interest	0.00	0	0	0
0.00	0.00	0	0	402700	Refunds & Misc	0.00	0	0	0
570,336.43	65,282.85	50,000	0	404000	Seal Rock Payment	0.00	0	0	0
792,776.83	260,812.05	227,365	170,000		Revenue Totals	0.00	0	0	0
				085-850	Expenditures				
601,012.68	92,205.59	227,365	170,000	620520	Systems	0.00	0	0	0
601,012.68	92,205.59	227,365	170,000		Capital Outlay	0.00	0	0	0
792,776.83	260,812.05	227,365	170,000		FUND REVENUES		0	0	0
601,012.68	92,205.59	227,365	170,000		FUND EXPENDITURES		0	0	0
191,764.15	168,606.46	0	0		FUND TOTALS	0.00	0	0	0

Capital Expenditure Detail

Department: Public Works Reserve

Purchase item: Equipment

Cost of item: \$197,000

Budget line item: 040-400-620500/040-400-620510

Replacement (Y/N) Y **if yes, item being replaced:** Existing Equipment

Explanation of need for purchase:

The expenditures listed here are recommended to keep necessary equipment updated as per plan for appropriate use and/or to replace antiquated items.

Proposed cost for each item are "estimates only".

- | | |
|---------------------------------------|----------|
| • Custodial Van Replacement - | \$30,000 |
| • 5 Yard Dump Truck - | \$40,000 |
| • WTP Pickup - | \$40,000 |
| • Maintenance yard lot improvements - | \$32,000 |
| • Mechanic Tools & Misc. - | \$15,000 |
| • Plotter/Scanner - | \$10,000 |
| • Various Building Improvements - | \$30,000 |

Ongoing Impact(s):

General long-term maintenance and upkeep will continue to be necessary as assets age. Equipment/vehicle replacement at regular intervals can provide lower operating costs.

Capital Expenditure Detail

Department: Building & Property Reserve

Purchase item: City Hall Projects

Cost of item: \$67,000

Budget line item: 035-350-621000

Replacement (Y/N) N **if yes, item being replaced:** N/A

Explanation of need for purchase:

- Building Exterior Paint - \$25,000
- Ductless Heat/Air install - \$ 5,000
- Entrance Safety Improvements - \$15,000
- Parking Lot Mural Maintenance - \$20,000

Ongoing Impact(s):

General long-term maintenance and upkeep will continue to be necessary as assets age.

Capital Expenditure Detail

Department: Facilities

Purchase item: Renovate add bathroom at fire station

Cost of item: \$10,000

Budget line item: 035-350-621500

Replacement (Y/N) N **if yes, item being replaced:** _____

Explanation of need for purchase:

The fire department has initiated several actions to address exposure to carcinogens. The action plan has three components.

This project specifically addresses post incident decontamination. This includes the cleaning of suppression turnouts with the addition of the second washing machine funded in the fire department budget. This shower room addresses decontamination of the responders body itself. The addition of a bathroom that is accessed directly from the apparatus bay is a critical component of this strategy. This keeps exposure routes controlled and out of general work areas and out of the responder's home.

This will modify a current custodial closet into a bath room. This already has walls, water and some drainage. The cost of the project includes saw cutting to access the subgrade of the station, trenching to the current drainage system, and supplying all plumbing and fixtures.

As with any remodel the cost might increase due to unforeseen issues that lie out of sight.

Ongoing Impact(s):

Allow for reduction of exposure to carbon that bears carcinogens.

Allow implementation of policy that addresses the exposure to carcinogens

Capital Expenditure Detail

Department: Building & Property Reserve

Purchase item: Library Projects

Cost of item: \$77,000

Budget line item: 035-350-621700

Replacement (Y/N) N **if yes, item being replaced:** N/A

Explanation of need for purchase:

- Entry floor refurbish - \$10,000
- Alarm System updates - \$30,000
- Heat/Air System updates - \$37,000

This is a “carry over” project/item originally identified within the adopted 2017-18 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, 2018.

Ongoing Impact(s):

General long-term maintenance and upkeep will continue to be necessary as assets age.

Capital Expenditure Detail**Department:** Building & Property Reserve**Purchase item:** Parks / Facilities Projects**Cost of item:** \$167,700**Budget line item:** 035-350-621400**Replacement (Y/N)** N **if yes, item being replaced:** N/A

Explanation of need for purchase:

- Memorial Field Drainage Improvements - \$70,000
- Memorial Field Fence Repair/Replacement - \$17,700
- Maintenance Building Improvements – Parks & PW - \$80,000

Ongoing Impact(s):

General long-term maintenance and upkeep will continue to be necessary as assets age.

Capital Expenditure Detail

Department: Building & Property Reserve

Purchase item: Police Department Projects

Cost of item: \$157,000

Budget line item: 035-350-621400

Replacement (Y/N) N **if yes, item being replaced:** N/A

Explanation of need for purchase:

Existing PD Building:

- Exterior Paint & General repair - \$42,000

New/Future PD Building (Old Bank Bldg):

- General repairs/Improvements - \$25,000
- Professional Engineering/Architect Concept Planning - \$90,000

Ongoing Impact(s):

Concept plan will provide accurate data for the Police Department Improvement Plan as City decides to move forward. General long-term maintenance and upkeep will continue to be necessary as asset ages.

Capital Expenditure Detail

Department: Property Maintenance

Purchase item: Concept of Program Needs for City Hall

Cost of item: \$20,000

Budget line item: 001-650-620520

Replacement (Y/N) N **if yes, item being replaced:** N/A

Explanation of need for purchase:

Upon completion of a Program Needs listing of City Hall and the Police Department, an architectural concept rendering to modify the current City Hall will need to be completed to provide City Council and staff direction moving forward. The goal is to make City Hall a safer and more functional place for employees and patrons who conduct City business and without moving the location or building a new structure.

This is a "carry over" project/item originally identified within the adopted 2017-18 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, 2018.

Ongoing Impact(s):

The City Hall needs assessment will provide accurate data for the City's Capital Improvement Plan.

Capital Expenditure Detail

Department: Property Maintenance

Purchase item: Fort Nye Park Improvements

Cost of item: \$20,000

Budget line item: 001-650-620520

Replacement (Y/N) N **if yes, item being replaced:** N/A

Explanation of need for purchase:

Fort Nye Park has numerous rehabilitation needs. The major piece of playground equipment was removed from this park a number of years ago and has not been replaced. Encroaching bamboo from a neighboring property has taken over one whole side of the park. The basketball court was also heavily damaged by the bamboo and will need to be replaced. Some work has been completed to remove and keep bamboo from entering the Park.

This is a "carry over" project/item originally identified within the adopted 2017-18 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, 2018.

Ongoing Impact(s):

As the City renovates parks, an effort is being made towards reducing on-going maintenance costs by using low maintenance materials.

Capital Expenditure Detail

Department: Property Maintenance

Purchase item: Feasibility Study for Drainage at Memorial Field Sports Complex

Cost of item: \$12,000

Budget line item: 001-650-620520

Replacement (Y/N) N **if yes, item being replaced:** N/A

Explanation of need for purchase:

Improving drainage at Memorial Field has been a long term need that has not been addressed. Drainage at this location is a complex issue. Memorial Field is located in a location that is slightly above the normal flood plain and the water table is tidal affected. Currently, there is standing water on areas of the field and the entire field stays saturated until the rainy season ends, making it difficult to mow and perform other maintenance tasks without damaging the field surface. The field needs to be evaluated to determine a good solution to draining excess water away from the field.

The department would like to have a feasibility study completed to develop a plan, which would include costs to resolve this issue. Having better drainage would aid in maintenance and increase the availability of the Complex as a whole.

This is a "carry over" project/item originally identified within the adopted 2017-18 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, 2018.

Ongoing Impact(s):

The proposed Feasibility Study will enable accurate data for the City's Capital Improvement Plan.

Capital Expenditure Detail

Department: Streets

Purchase item: ADA Ramps

Cost of item: \$80,000

Budget line item: 011-110-620520

Replacement (Y/N) Y&N **if yes, item being replaced:** Non-approved corners

Explanation of need for purchase:

Placement and/or repair of intersections and mid-block crossings to comply with ADA accessibility, within the street system.

This is a "carry over" project/item originally identified within the adopted 2017-18 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, 2018.

Ongoing Impact(s):

Proper maintenance and repair of City streets will extend the life of and improve the quality of the streets.

Capital Expenditure Detail

Department: Streets

Purchase item: Arcadia Road Improvement

Cost of item: \$152,250

Budget line item: 011-110-626500

Replacement (Y/N) N **if yes, item being replaced:** N/A

Explanation of need for purchase:

In September 2017 the City applied for funding provided by the State of Oregon Department of Transportation Special City Allotment Grant Program to construct curb and gutter and sidewalk on the westerly side of Arcadia Drive from the end of the existing sidewalk to the entrance to Arcadia School. This project will provide additional safety to pedestrians on one of the most dangerous areas of Arcadia Drive.

The city has recently received notification the application for \$50,000 Grant funding has been approved and the paperwork is currently being processed for implementation in the coming months.

Ongoing Impact(s):

Proper maintenance and repair of City streets will extend the life of and improve the quality of the streets.

Capital Expenditure Detail

Department: Streets

Purchase item: Storm Drain Pump Station

Cost of item: \$85,000

Budget line item: 011-110-620520

Replacement (Y/N) Yes if yes, item being replaced: Possible replacement of existing

Explanation of need for purchase:

The stormwater pump station located at NW 1st Street is in need of repair and/or replacement however the location of the pumps under the electrical power grid makes it difficult to pull and repair/replace the pumps as necessary. This request is for the engineering & design work that may be necessary to investigate alternative options.

This is a "carry over" project/item originally identified within the adopted 2017-18 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, 2018.

Ongoing Impact(s):

Proper maintenance and repair of City stormwater pump station will extend the life of and improve the quality of the system.

Capital Expenditure Detail

Department: Streets

Purchase item: Storm Drainage Master Plan

Cost of item: \$60,000

Budget line item: 011-110-620520

Replacement (Y/N) N **if yes, item being replaced:** _____

Explanation of need for purchase:

The City currently has master plans for transportation, water, and sewer, but nothing for the storm drainage system.

The plan would be based on projected development and would give guidelines for developers to detain water so that it can be metered into the system and avoid flooding due to increased runoff. It would also provide any analysis of the existing storm drainage facilities and make recommendations for sizes upon replacement.

This is a "carry over" project/item originally identified within the adopted 2017-18 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, 2018.

Ongoing Impact(s):

This item would provide a plan to construct and upgrade storm drainage facilities based on need and projected water generated from various storms.

Capital Expenditure Detail

Department: Sewer Reserve

Purchase item: Butler Bridge Road Lift Station

Cost of item: \$1,000,000

Budget line item: 042-420-608400

Replacement (Y/N) No **if yes, item being replaced:** _____

Explanation of need for purchase:

The Butler Bridge Lift Station (along with the Ammon Road Lift Station) currently pumps approximately 95% of the total flow entering the WWTP and as such it is critical that it is reliable and meet current codes.

Originally built in the mid 1950's, it has exceeded its intended design life span due to regular maintenance and numerous improvements over the years. The concrete in lift stations are typically assumed to have a 40 year life while the pumps and mechanical equipment is generally assumed to last 20 years.

The approved Wastewater Facility Plan of 2014 recommends the lift station be replaced based upon its current condition and critical nature of use.

This item is subject to additional funding per future City Council, if approved. It is intended the lift station is renovated/rebuilt per engineering design that is currently underway; actual cost to be determined at time of official bid solicitation.

Ongoing Impact(s):

Proper maintenance and repair of the pump station will extend the life of the City's infrastructure. General long-term maintenance and upkeep will continue to be necessary as assets age.

Capital Expenditure Detail

Department: Sewer Reserve

Purchase item: WWTP SCADA replacement

Cost of item: \$80,000

Budget line item: 042-420-620500

Replacement (Y/N) Yes **if yes, item being replaced:** Existing SCADA

Explanation of need for purchase:

The Wastewater Treatment Plant (WWTP) has an existing System Control and Data Acquisition (SCADA) computer system that is critical to the effective operation of the entire plant. The current system is outdated and losing reliability that is becoming costly as well as providing the possibility of violations of our State Permit requirements.

The budgeted amount includes the purchase and installation of a new SCADA system.

Ongoing Impact(s):

Proper maintenance and repair of the wastewater treatment plant will extend the life of the City's infrastructure. General long-term maintenance and upkeep will continue to be necessary as assets age. Equipment/vehicle replacement at regular intervals can provide lower operating costs.

Capital Expenditure Detail

Department: Sewer Reserve

Purchase item: Inflow and Infiltration (I&I) Improvements

Cost of item: \$80,000

Budget line item: 042-420-620550

Replacement (Y/N) No **if yes, item being replaced:** _____

Explanation of need for purchase:

For many years, the City has struggled with the inflow and infiltration (I/I) of unwanted storm water entering the wastewater collection system. During wet winter months rain and groundwater can enter the sewer system through directly connected storm lines, broken or damaged sewer lines, or leaky manholes, causing heavy flows at the Wastewater Treatment Plant (WWTP). This can cause the WWTP to overflow and bypass untreated or partially treated sewage into the Yaquina River. In order to avoid penalties and fines from DEQ, the City must take an active and start an aggressive approach to reduce this unwanted I/I into the sanitary sewer system.

In 2011, an Inflow and Infiltration Study was performed for the City and is referenced within the approved Wastewater Facility Plan of 2014. The study identified and prioritizes many projects and repairs needed within the collection system. Although the funds requested here are not enough to complete a specific project identified within the study, these funds will be utilized directly on projects that eliminate unwanted I/I into the sanitary sewer system.

Ongoing Impact(s):

Proper maintenance and repair of the wastewater collection system will extend the life of the system and will help satisfy the State permit compliance.

Capital Expenditure Detail

Department: Water Reserve

Purchase item: Water Treatment Upgrades

Cost of item: \$125,000

Budget line item: 041-410-608100

Replacement (Y/N) Y **if yes, item being replaced:** Existing Equipment

Explanation of need for purchase:

The expenditures listed here are recommended to keep necessary WTP equipment updated for appropriate use and/or to replace antiquated items.

Proposed cost for each item are "estimates only".

- | | |
|-------------------------------------|----------|
| • WTP Lot Overlay & Repairs - | \$15,000 |
| • WTP Lighting Upgrade - | \$10,000 |
| • WTP Window Replacement - | \$10,000 |
| • WTP Painting (Inside & Out) - | \$10,000 |
| • Building Heat Pump - | \$10,000 |
| • Siletz Intake Generator - | \$30,000 |
| • Rebuild/replace Pumps (BW & SW) - | \$30,000 |
| • Lab Equipment (Auto Jar Tester)- | \$10,000 |

Ongoing Impact(s):

General long-term maintenance and upkeep will continue to be necessary as assets age. Equipment/vehicle replacement at regular intervals can provide lower operating costs.

Capital Expenditure Detail

Department: Water Reserve

Purchase item: Ammon Road Water Tank Project

Cost of item: \$315,000

Budget line item: 041-410-620520

Replacement (Y/N) No if yes, item being replaced: _____

Explanation of need for purchase:

The Ammon Road Water Storage Tank is approximately 40 years old – the design life for a steel tank. The interior received spot repair and painting in 1983 and the exterior was painted approximately one year later.

The proposed project would be preceded by a thorough interior inspection by divers. The tank would need to be taken off-line during the refurbishment. Rusty spots would be cleaned to bare metal. Deeply corroded area would be reinforced and re-coated with epoxy paint. The exterior would receive a similar treatment. This would extend the tank another 40 years.

This is a “carry over” project/item originally identified within the adopted 2017-18 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, 2018.

Ongoing Impact(s):

Proper repair and maintenance of the water storage tank will increase the life span of the structure.

Capital Expenditure Detail

Department: Water Reserve

Purchase item: Siletz Pump Station Demolition

Cost of item: \$75,000

Budget line item: 041-410-620520

Replacement (Y/N) N if yes, item being replaced: _____

Explanation of need for purchase:

A new pump station (intake) was constructed on the Siletz River and placed into use in 2015. The old pump station is scheduled to be removed to satisfy certain permit conditions when the official "point of diversion" of the remaining water right is approved. When approved, this project will involve demolition and removal of all visible signs of the pump station as well as planting and stabilization to return the site to approximate natural condition.

This is a "carry over" project/item originally identified within the adopted 2017-18 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, 2018.

Ongoing Impact(s):

The city currently has a permit issued by the United States Army Corps of Engineers to perform this work within the waterway. When the project progresses, the City will be required to removal all pipes and equipment that is below the high water mark.