

CITY OF TOLEDO

EST. 1893

ADOPTED BUDGET
FISCAL YEAR
2020-2021



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**CITY OF TOLEDO, OREGON
FISCAL YEAR 2020-2021
BUDGET**

BUDGET COMMITTEE

CITIZEN MEMBERS

Gregg Harrison
Karen Gerttula
Jim Chambers
Polly Chavarria
Larry Davis
Tracy Mix
Randy Getman

CITY COUNCIL

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



CITY MANAGEMENT STAFF

CITY MANAGER

Judy Richter

CITY RECORDER

Lisa Figueroa

LIBRARY DIRECTOR

Deborah Trusty

CHIEF OF POLICE

Michael Pace

FIRE CHIEF

Larry Robeson

PUBLIC WORKS DIRECTOR

Vacant

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TOLEDO AT A GLANCE

CITY INFORMATION

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

POPULATION FACTS

Population	3,540
Median Age (2017)*	41.2
High School Graduate or higher (2017)*	89%

COST OF LIVING FACTS

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

CLIMATE

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

LAND USE

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

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

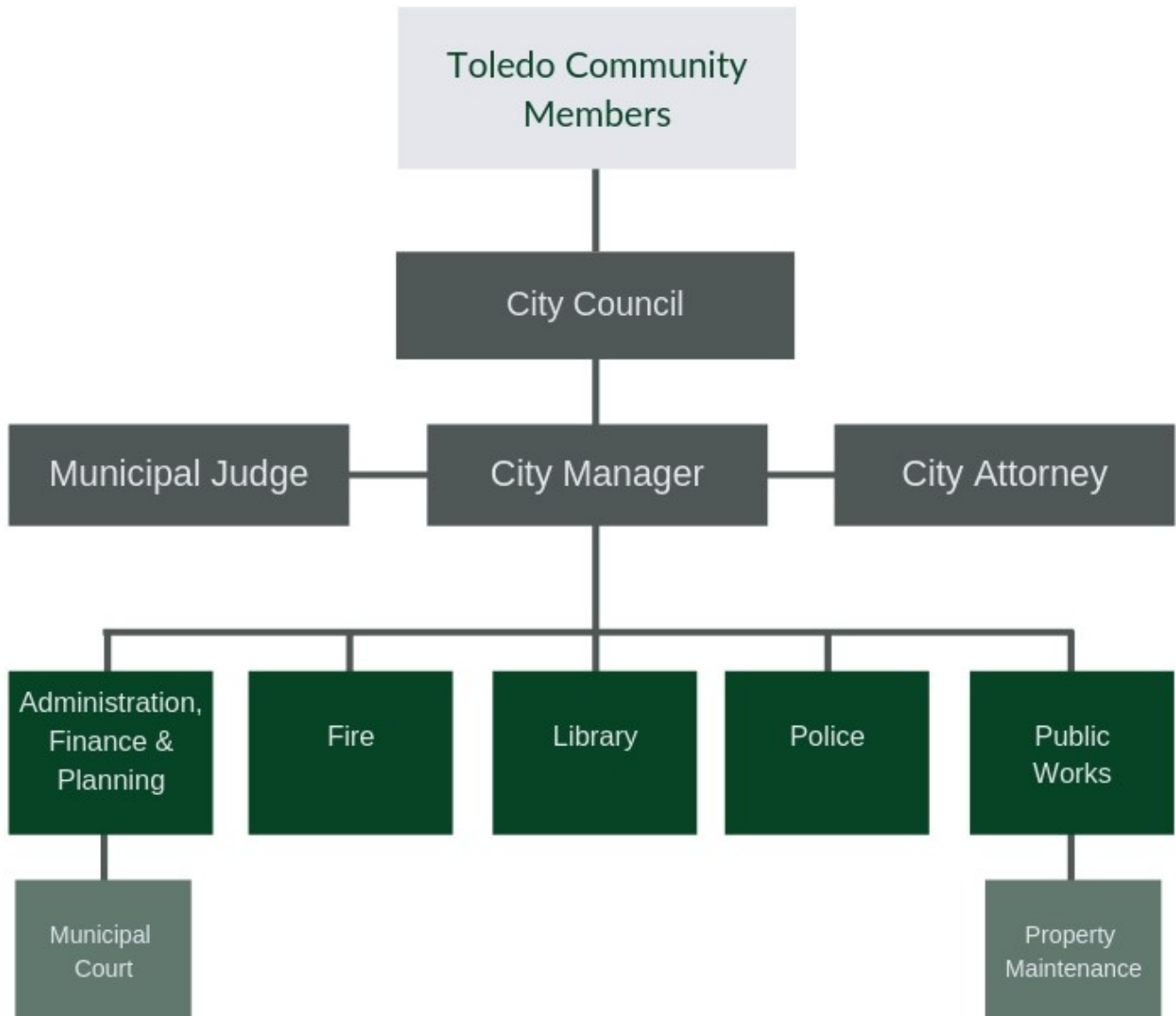
MISSION STATEMENT

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

May 10, 1993



TOLEDO AT A GLANCE



TOLEDO 2020-2021 BUDGET MESSAGE

April 29, 2020

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 2020-2021 fiscal year. This budget is truly a team effort. It has been a challenge to make predictions for the new fiscal year with circumstances changing daily. The revenues and expenditures have been estimated very conservatively based on the best information available at the time. Following is a brief overview of some of the document and format changes previously implemented:

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

BUDGET SUMMARY

The total budget for this fiscal year is \$25,914,842. This is approximately a 25% increase over last year all accounted for within the fund to renovate the new public safety building. As required, the proposed budget as presented in this document is balanced, in that expected revenues and anticipated expenditures offset each other. All funds will require monitoring should projected revenues decline, or anticipated expenditures increase. Ongoing City operations in all departments are fully funded with anticipated revenues and reserves. Some significant changes to the 2020- 2021 Proposed Budget are as follows:

REVENUES

- ❖ The City’s property tax revenues have shown slight increases in the last few years and are estimated to produce a majority of the revenue for general fund resources and programs. The City’s permanent tax rate of \$5.18/\$1,000 of assessed value is used to determine this revenue stream. Property revenues are budgeted slightly lower to reflect concerns about collections in the coming year.
- ❖ Second to property tax revenue, franchise fees continue to provide a majority of revenue for General Fund programs and services. The Electricity Franchise revenues are expected to be level because Central Lincoln is not going to have a price increase this year. Franchise fees are split 60/40% between the General Fund and Streets Fund respectively. Garbage Franchise fees are budgeted conservatively because a large

portion is from services provided to Georgia Pacific. GP could cancel the service at any time.

- ❖ Street Light Utility fee revenues are projected to decrease from previous years because of the recommendation made by the budget committee last year to reduce the street light fee from \$7.50/month to \$2.50/month with the \$5/month difference being added to the Sewer Fund.
- ❖ State shared revenues continue to see an overall slight increase due in part to the City's continued eligibility to receive a portion of the State shared Marijuana Tax Revenue.
- ❖ The revenues received from the Lincoln County Library District are estimated to be stable after seeing a period of decline over the previous budget cycles.
- ❖ Revenue from the Toledo Rural Fire Protection District is projected conservatively because it is tied to property tax collections which could lag prior years.
- ❖ We are not expecting to participate in the State of Oregon Fire Conflagration Act in a significant way this year. We need to take some time to train volunteers to be ready for such events and possibly will be ready to participate next season.
- ❖ Expected revenue from the sale of water to Seal Rock Water District is estimated to be flat. Although they have indicated they are expecting to purchase water from us until late 2021 – without an agreement in place it is hard to determine what the outcome might be.
- ❖ Water and Wastewater revenue is projected to be close to last year based on a 3% expected rate increase.
- ❖ No transfers to/from the Stabilization fund are proposed in this year's budget.

EXPENDITURES

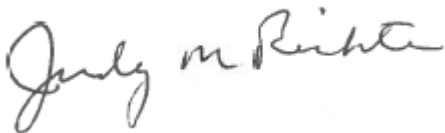
- ❖ Staffing levels are proposed to increase by .5 FTE in the Streets Fund to cover operation of the street sweeper and other tasks. Police is requesting to add 2 FTE, a community service officer to replace the contract code enforcement officer position and another patrol officer. Administration is increasing 1 FTE by hiring a Human Resource/Communications specialist.
- ❖ Overall personnel expenditures are estimated to increase about 7% due to an increase in benefit coverage costs and anticipated wage increases required by collective bargaining agreements and or other cost of living wage adjustments.
- ❖ Materials and Services expenses are estimated to actually decrease by approximately 5%.
- ❖ Capital Outlay is projected to increase approximately 10% due to the proposed completion of capital projects and expenditures not completed in previous years not considering the Public Safety Building Renovation.
- ❖ The abatement expense line is budgeted at \$20,000 to cover the cost of demolition and removal of a house.
- ❖ A new fund has been added to track the expenditures for the renovation of the new public safety building.
- ❖ This budget includes many projects across all funds. We have provided Capital Expenditure Detail for each of the projects.

CITY COUNCIL GOALS AND GUIDING FINANCIAL POLICIES

The proposed budget reflects the anticipated regular work plan for this next year and as such is aligned with the City Council's Adopted 2020 – 2021 Goals. The City Council Goals and priorities in part, determine how the City spends its available additional resources beyond the funds necessary for the provision of continued primary and routine City services. This proposed 2020 – 2021 operating budget is intended to be responsive to the ongoing needs and desires of the community as well as reflecting the priority issues of the City as it moves forward with improved services and projects.

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

Sincerely,

A handwritten signature in cursive script that reads "Judy M. Richter".

Judy M. Richter
City Manager

CITY COUNCIL GOALS – Fiscal Year 2020 – 2021

City-community communications

Keep the community informed about council and city activities through outreach by diverse methods.

Economic Development

Encourage economic development by supporting business investment and working to secure grants for projects such as commercial rehabilitation.

Emergency Preparedness

Improve Emergency Preparedness by updating existing plans and working with counties and other local governments to meet local needs.

Housing

Promote development of housing resources through programs such as rehabilitation loans, non-profit projects and lower barriers for private development.

Public Safety Building

Make progress toward financing and completing the Toledo Public Safety Building.

Strategic Plan

Complete a strategic plan to help guide city investment of financial and staff resources.

Sustainability

Promote sustainability through environmentally friendly solutions to community challenges.

Water/Sewer Rates

Adopt equitable water and sewer rates that provide sufficient revenue to complete needed infrastructure projects.

Financial and Budgetary Guidelines

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

GENERAL POLICIES

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

REVENUES

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

EXPENDITURES

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

DEBT

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

CAPITAL PLANNING

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

THE BUDGET PROCESS

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

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

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

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

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

BUDGET REVISION PROCEDURES

Budget Amendment

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

Supplemental Budget

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

Personnel Allocation by Fund –Update for 2020-2021

2020-2021

	Water		WWTP		Gas Tax	Storm	General Fund							Total
	Treat	Dist	Treat	Coll			Propert y	Muni	IT	Police	Fire	Library	Admin	
PWD	0.15	0.15	0.15	0.15	0.30		0.10							1.00
Operations Supervisor	0.00	0.30	0.00	0.30	0.30		0.10							1.00
Muni/Grounds	0.00	0.50	0.00	0.50	1.00									2.00
Muni/Maintenance II	0.00	0.50	0.00	0.50	0.00									1.00
Maint worker IV Equip Op	0.00	0.35	0.00	0.35	0.30									1.00
PW Crewleader	0.00	0.30	0.00	0.30	0.30		0.10							1.00
Equipment Maint Mechanic	0.00	0.25	0.00	0.25	0.50									1.00
														0.00
Utility Billing Clerk	0.20	0.30	0.20	0.30										1.00
Facility Ops Trainee	0.50		0.50											1.00
Facility Ops -WW	0.00		1.00											1.00
Senior Treatment Op - WW	0.00		1.00											1.00
Facility Ops - WTR	1.00		0.00											1.00
Senior Treatment Op - WT	1.00		0.00											1.00
														0.00
Muni/Grounds							1.00							1.00
Muni/Grounds Maint P/T					0.50		0.50							1.00
Custodial Technician							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														0.00
Accounting Supervisor	0.04	0.04	0.04	0.04	0.04	0.00	0.00						0.80	1.00
City Planner	0.01	0.01	0.01	0.01	0.02								0.94	1.00
Information Systems Mgr	0.04	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 R	0.01	0.01	0.01	0.01	0.02								0.94	1.00
Planning Asst (0.80 FTE)	0.05	0.10	0.05	0.10	0.10								0.40	0.80
Human Resource Spec	0.05	0.05	0.05	0.05	0.05								0.75	1.00
Fire Chief											1.00			1.00
Asst Fire Chief											1.00			1.00
Line Staff											2.00			2.00
Wildland Firefighter											1.00			1.00
Fire Fighter											0.00			0.00
														0.00
Library Director												1.00		1.00
Library Assistant Director												1.00		1.00
Library Tech Services Op												1.00		1.00
Library Clerk												0.50		0.50
														0.00
Police Chief										1.00				1.00
Police Sergeant										1.00				1.00
Police Officer										6.00				6.00
Community Service Officer										1.00				1.00
Head Dispatcher										1.00				1.00
Dispatcher										5.00				5.00

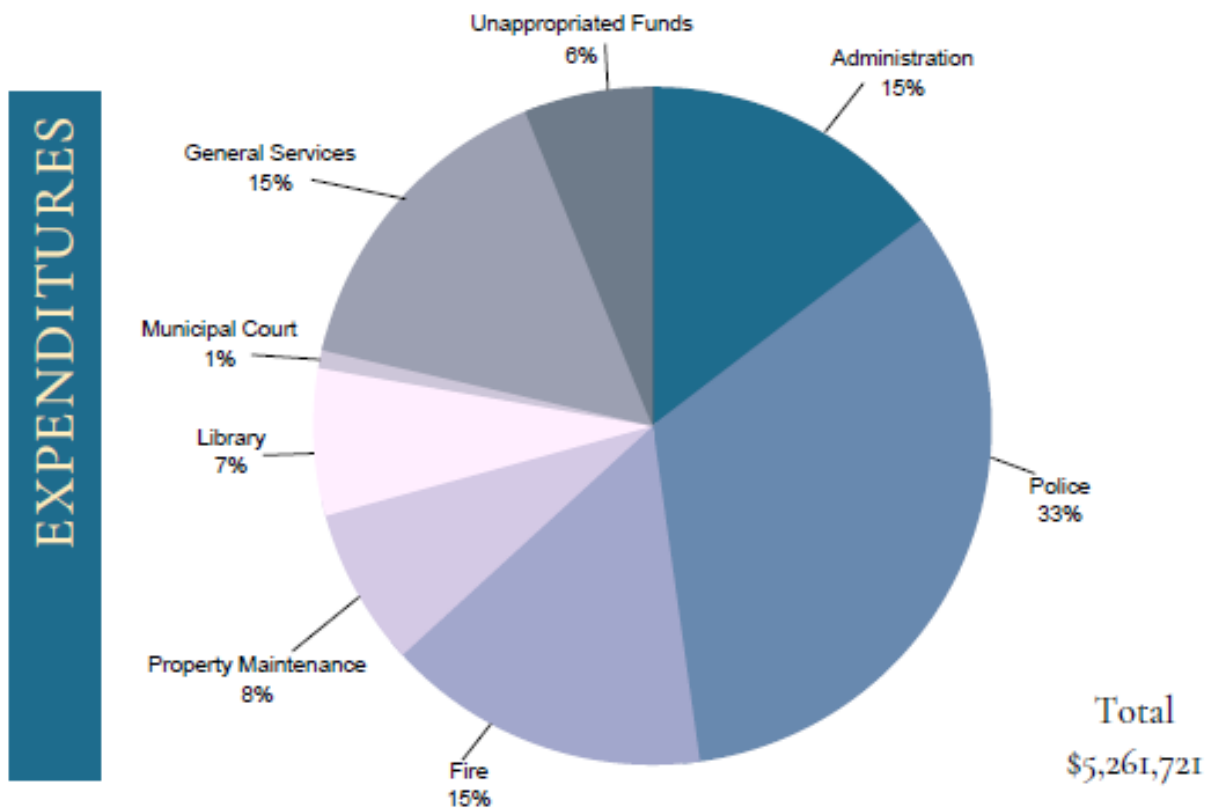
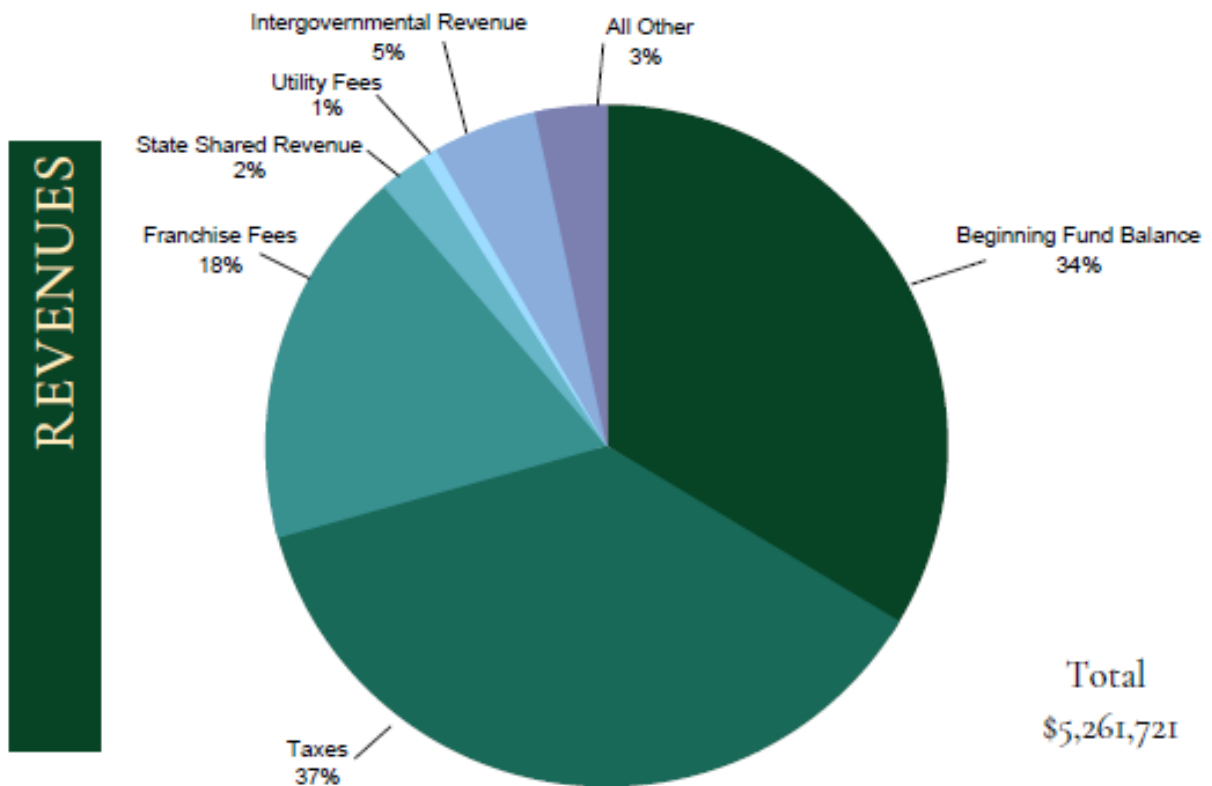
Sub Totals	3.10	2.95	3.10	2.95	3.53	0.00	2.60	0.30	0.43	15.00	5.00	3.50	5.27
	6.05		6.05										

Grand Total **47.73**

Full Time Equivalent Comparison

2020-2021 Position	FTE			Inc (Dec)
	FY 2018-19	FY2019-2020	FY2020-2021	
City Manager	1.00	1.00	1.00	0.00
City Recorder	0.00	0.00	0.00	0.00
Asst to City Recorder	0.00	0.00	0.00	0.00
Executive Asst / Recorder	1.00	1.00	1.00	0.00
Attorney	0.00	0.00	0.00	0.00
Finance Director	1.00	1.00	1.00	0.00
City Planner	1.00	1.00	1.00	0.00
Planning Technician	0.80	0.80	0.80	0.00
Accounting Clerk	1.00	1.00	1.00	0.00
Utility Clerk	1.00	1.00	1.00	0.00
Human Resources/Communications Spec	0.00	0.00	1.00	1.00
Police Chief	1.00	1.00	1.00	0.00
Police Sergeant	1.00	1.00	1.00	0.00
Police Officer	5.00	5.00	6.00	1.00
Head Dispatcher	1.00	1.00	1.00	0.00
Dispatcher	5.00	5.00	5.00	0.00
Community Service Officer	0.00	0.00	1.00	1.00
Fire Chief	1.00	1.00	1.00	0.00
Asst Fire Chief	0.00	0.00	1.00	1.00
Line Staff	3.00	3.00	2.00	(1.00)
Wildland Firefighter	1.00	1.00	1.00	0.00
Fire Fighter	0.00	0.00	0.00	0.00
Custodian	0.80	0.80	0.80	0.00
Grounds Maintenance	1.50	1.50	2.00	0.50
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	0.50	0.50	0.00
Informations Systems Manager	0.63	0.63	0.63	0.00
Public Works Director	1.00	1.00	1.00	0.00
Superintendent / Ops Supervisor	1.00	1.00	1.00	0.00
Lead Worker	1.00	1.00	1.00	0.00
Equipment Mechanic	1.00	1.00	1.00	0.00
PW Maintenance Worker	4.00	4.00	4.00	0.00
Lead Plant Operator	2.00	2.00	2.00	0.00
Junior Plant Operator	2.00	2.00	2.00	0.00
Operator Trainee	1.00	1.00	1.00	0.00
Total	44.13	44.23	47.73	3.50

2020-2021 General Fund Revenue & Expenditures



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

ADMINISTRATION

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

2019-2020 Fiscal Year Accomplishments

- Hired a City Manager
- Appointed Division Chief Larry Robeson to Fire Chief
- Appointed Sergeant Michael Pace to Police Chief

2020-2021 Goals

- Hire and orient Public Works Director
- Develop new Human Resources program and recruit to fill position
- Create new Accounting Supervisor position and train candidate
- Continue to facilitate completion of projects for MAO with DEQ
- Promote new Public Safety Building to completion
- Promote team building within the organization
- Completion of the Pay Equity Study and application as needed
- Update Financial policies and procedures for the City
- Update Personnel Policy
- Continue to evaluate personnel needs for the City and facilitate job satisfaction wherever possible
- Work with Council focusing on their goals

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

POLICE

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

2019-2020 Fiscal Year Accomplishments

Public safety

- A project manager was hired to assist with the progress of the new Police Department
- Dispatcher Wendy Pickell received the highest honors bestowed upon a DPSST Graduate, the Victor G. Atiyeh Award. This award is given to a student with exceptional professionalism and demonstrates an exemplary attitude as well as achievement in leadership, academics, and skills
- Officer Dean was bestowed a Life Saving Award for his role in saving a newborn child
- Installed two cameras on City Hall and two cameras will be operational in Memorial Field by the end of March 2020
- Dispatcher Molly Vaughn became a certified CPR/AED/First Aid and Mental Health Trainer.
- Installed AEDs in two patrol cars and inside the Dispatch Center
- One dispatcher and one officer joined the Lincoln County Mental Health Court
- Implemented new Axon Body Camera System
- Implemented Evidence.com along with the rest of the law enforcement agencies in the county. Evidence.com is a cloud based evidence storage which allows instantaneous sharing of digital evidence to the DA's office, law enforcement agencies, and other entities
- Promoted Michael Pace to Police Chief and Aaron Pitcher to Sergeant

Financial Security

- Received grants for Pedestrian Safety Enforcement (PSE), DUII concentration, Seatbelt enforcement, and Speed enforcement. Totaling over \$9,000

Quality of Life

- Code Enforcement handled 63 code enforcement violations without issuing a citation
- Seized 328 grams of Meth off of the streets
- SAIF conducted an ergonomic assessment on the dispatch center and a select number of patrol officer workstations
- City Attorney will present a Nuisance Ordinance to the City Council in the near future

City Services and Departments

- Hired one police officer who will graduate in April 2020 from the Basic Police Academy

2020-2021 Goals

Public Safety

- Continue city wide camera program
- Purchase one patrol car
- Explore options for text 911
- Start campaign for K9 Officer
- Purchase an additional Taser
- Reassign a police officer to Detective position

Financial Security

- Research and plan for grants for K9 Officer
- Apply for grant from OSHA to purchase sit/stand dispatch desks
- Continue grants for traffic education and enforcement
- Set money aside for future CAD/RMS coalition. This coalition is comprised of all the law enforcement agencies throughout the county. This will allow all of the agencies to be on the same CAD/RMS system

Quality of Life

- Build a department garden and purchase a food dehydrator to provide healthy eating options all year round to dispatchers and police officers. Donate surplus food to the local food bank
- Send an officer to DPSST to be a certified Trainer of Nutrition and Fitness
- Provide Mental Health and CPR/AED/First Aid training to the public and city employees
- Send officers and dispatchers to peer support training
- Explore and integrate wellness programs

City Services

- Plan and conduct Table Top Exercises (TTX) on emergency management drills
- Contact Bend and prepare city participation in World Athletics Championships 2021

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

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

FIRE DEPARTMENT

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

2019-2020 Fiscal Year Accomplishments

In 2019 the Toledo Fire Department was toned out and responded to 809 calls for service.

Out of those 809 calls:

- 461 calls within the Toledo City limits
- 268 calls within in the Rural district
- 80 in the Out of district/mutual aid

A breakdown of the calls were as follows:

- 415 medical calls
- 69 MVAs
- 9 vehicle fires
- 17 structure fires
- 123 misc. fire calls (these calls are hazmat related, control/uncontrolled burns, etc...
- 133 Public Assist calls (these calls were lift assists, outside agency assists, medical standbys, etc.
- 38 toned calls which were cancelled while en-route

Misc. calls include:

- 1 boat fire, 2 rope rescues, 1 animal rescue, and 1 surf rescue.

Training:

In 2019, Toledo Fire Department had approximately 225 training classes recorded.

- 450 hours Medical training for EMT's and EMR's, CPR and general medical overview
- 400 hours of fire training which includes; specialty courses such as Fire Fighter One. The remaining fire trainings were hazmat, drivers training, Wildland, and general fire review courses.
- Academy 160 hours, Rope rescue 68 hours, Chaplain 76 hours

Public Safety:

Toledo Fire Department has partnered with the Oregon State Fire Marshal (OSFM) with their smoke alarm installation program. OSFM provides smoke alarms free of charge to local fire departments to install in homes.

- To date we have installed 272 smoke alarms
- Installed smoke alarms in 72 homes
- 31 homes had no working smoke alarms present

Fire Inspections

- A cover letter and a check list of most common fire code violations was created and mailed out to all the businesses in Toledo.
- A large focus was placed on inspecting buildings on Main Street due to the age of the buildings and that many of them have apartments above the businesses.
- Many of the buildings had non-functioning fire alarm systems, which was addressed, along with other code violations
- inspecting apartment buildings city wide for working smoke alarms and fire extinguishers are in place

- Our current inspection focus is on places of assembly buildings such as restaurants, places of worship, and gathering halls.
- To date 71 buildings in Toledo have been inspected, increasing the fire and life safety of the buildings and occupants.

The Fire Department reviews building permit applications received at City Hall. The focus of plan reviews is for access and water supply. This includes fire hydrant placement, fire lanes, and fire truck turn-arounds.

- Replaced 1991 65' Aerial Ladder truck with 2006 75' Aerial (per replacement plan)
- Replaced 1986 GMC Top Kick with 2005 medium duty rescue (per replacement plan)

Financial Security

- Received Grants from GP totaling \$9500 for new CPR manikins and PPE for improved cancer reduction for firefighters
- Received grant funding from The Siletz Tribal Charitable Contribution Fund of \$3500 to host and teach the Emergency Medical Responder Class, which is open to all county agencies

Health and Wellness

- Purchase and install an additional Turnout washer/Extractor In an effort to continue moving forward with increasing firefighter health and safety especially as it applies to cancer exposure and reduction

2020-2021 Goals

- Continue to develop Department policy through Lexipol
- Develop departmental and training procedures
- Continue to develop Oregon fire code occupancy and Inspection program
- Research options for reducing exhaust emissions within the apparatus bays to reduce exposure to carcinogens and enhance firefighter safety
- Purchase a new command vehicle as part of the departments vehicle replacement plan
- Enhance responder wellness through fitness development and health evaluations
- Working with County emergency manager getting Tsunami Readiness signs in place throughout town
- Seek out Grant opportunities For outdated PPE; Helmets and Boots

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

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

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

Capital Expenditure Detail

Department: Building & Property Reserve

Purchase item: **Paint Interior of City Hall**

Cost of item: \$20,000

Budget line item: 035-350-621000

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

Explanation of need for purchase:

Interior paint is peeling or stained from water damage in many areas. The walls in many areas are scuffed and discolored from the baseboard heat. It is time for a complete face lift of the facility. Public works has done some of the painting especially in the public area while the building has been closed. They may do more to save on costs. The areas needing repair or scaffolding will be contracted. Multiple price quotes will be solicited to obtain the best value.

Ongoing Impact(s):

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

Capital Expenditure Detail

Department: Property Maintenance

Purchase item: Paint Exterior of City Hall

Cost of item: \$30,000

Budget line item: 035-350-621000

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

Explanation of need for purchase:

This amount was budgeted in 2018-2019 budget for painting the exterior of City Hall. The work was never completed. The exterior paint is peeling and needs to be replaced. Quotes will be solicited from multiple painters to determine the best value.

Ongoing Impact(s):

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

Capital Expenditure Detail

Department: Building & Property Reserve - Police

Purchase item: Repair/Maintenance to the Exterior of the new Public Safety Building

Cost of item: \$100,000

Budget line item: 035-350-621400

Replacement (Y/N) if yes,

Explanation of need for purchase: The maintenance on the exterior of the new Public Safety Building has been minimal since purchase and probably prior to that by the previous owners. At this time the extent of the repairs needed have not been identified. We have been trying to find a company to provide an evaluation and estimate. (The renovation analysis provided by Sid Scott only considered the interior of the structure.)

It is possible that there may still be some costs for the elevator permit. (This was not included in the renovation analysis.

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

Ongoing Impact(s):

Ongoing general maintenance and upkeep.

Capital Expenditure Detail

Department: Fire Department

Purchase item: Parking Lot and Storage Addition

Budgeted Funds: \$50,000

Budget line item: 035-350-621500 Building & Property Reserve Fund

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

The following is a list of improvements and/or items planned to be purchased/acquired/completed this proposed budget year that can be considered "Capital".

Creation of additional parking for staff and visitors; \$25,000

On the north side of the Fire Department facility is a patch of lawn that has been a maintenance issue for many years. This area of lawn does not drain well and gets limited sun for grass to do well. It has been excavated several times, drainage material was added as well and the elevation was re-contoured, with no success. Many man hours and money has been spent over the past 12 years to try and maintain this area.

This proposed additional parking will be staff parking that is out of the way and will allow for improved short term visitor parking in the current lot closer to the front entrance of the Fire Hall. City Public Works labor will be primary in the construction work creating the parking lot as time/resources allow.

Storage addition to training room; \$25,000

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

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

Ongoing Impact(s):

General long-term maintenance and upkeep will continue to be necessary as assets age. This space will continue to have some landscape plants around the outside edges as to not take away all of the green scape.

Capital Expenditure Detail

Department: Building & Property Reserve -Fire

Purchase item: Paint Exterior of Fire Department

Cost of item: \$25,000

Budget line item: 035-350-621500

Replacement (Y/N) y **if yes, item being replaced:** Exterior paint Fire Station

Explanation of need for purchase:

The Fire Department facility was built in 2005/2006, which makes it now 15 years old and has the original exterior paint. In an effort to keep the facility maintained and be good stewards of public property, the department is requesting the Fire Department facility be repainted with in this budget cycle. Quotes will be solicited before contract is awarded.

Ongoing Impact(s):

Regular maintenance such as pressure washing will be provided by Public Works

Capital Expenditure Detail

Department: Building & Property Reserve

Purchase item: Renovation of Arcadia Park

Cost of item: \$90,000

Budget line item: 035-350-621660

Replacement (Y/N) Y if yes, Existing fence, lighting and tennis court surfaces

Explanation of need for purchase: The existing fence is rusted and in need of repair. The lighting now longer works and the tennis court surface is rough and unusable. A grant application for \$75,000 has been submitted to Oregon Parks and Recreation. The grant requires a \$15,000 match from the City. Public works will remove the existing fence. A new fence will be installed. The tennis court surface will be completely replaced and striped for Tennis, Pickle ball and other sports as possible. Solar lighting with timers will be installed to provide more hours of use but limit the effect on neighboring homes. This project will only move forward if the grant is secured.

Ongoing Impact(s): More access to recreational opportunities for the citizens of Toledo.

Capital Expenditure Detail

Department: Building & Property Reserve -Library

Purchase item: replace the outdoor sign

Cost of item: \$30,000

Budget line item: 035-350-621700

Replacement (Y/N) yes **if yes, item being replaced:** old outdoor sign

Explanation of need for purchase:

The library would like to replace the low to the ground wooden sign at the street with a tall illuminated sign. The current sign is easily missed as it is partly obscured by a hedge. The only other sign is at the Business 20 & A Street intersection and is practically invisible as it is dark paint on a dark background. We have had people tell us that we are hard to find on several occasions. The fact that the side of the library faces the street, obscuring the front door furthers the problem of invisibility. While a Gallup Poll published on January 24, 2020 titled In U.S., Library Visits Outpaced Trips to Movies in 2019, sounds promising on the surface, a deeper dive shows a more complex picture. Part of that picture is that reaching out to new patrons is absolutely necessary for libraries. We have a lot of return patrons, but the future needs to include helping more community members find us and the many resources that we provide. In the noisy marketplace of modern life, making ourselves more visible is essential.

In preparing this document, we consulted with the Toledo Jr/Sr High Boosters because we feel that a sign such as the one they have at the corner of Business 20 and A Street is desirable. Currently, we do have permission to place events on the Booster sign; however, the ability to be a physical marker of the library location is, of course, missing. A sign such as the booster sign would be visible in good and bad weather and at night as well as during the day. The Boosters reported a cost of \$30,000 for their sign. We intend that this sign will have a programmable digital readout such as the Booster sign that would enable us to advertise programs and special events to those passing by and would be visible from the Business 20 and A Street intersection announcing our location.

Additionally, the Greater Toledo Pool District (GTPD) is interested in entering into an agreement whereby they share in both the benefits and costs of purchasing, installing, and maintaining the new sign on a 50/50 basis. We are happy to work with the GTPD, as we share the vision of providing a centralized location that provides activities for both adults and youth in the City of Toledo.

Ongoing Impact(s):

Meets City goal to maintain and improve public infrastructure and facilities

Capital Expenditure Detail

Department: Building & Property Reserve - Library

Purchase item: **purchase and install a centralized heating/cooling control system**

Cost of item: \$40,000

Budget line item: 035-350-621700

Replacement (Y/N) yes **if yes, item being replaced:** old heating/cooling system

Explanation of need for purchase:

The heating and cooling system which was installed in 1992 has aged and requires maintenance. We have been band-aiding the system. This past year when we needed to replace a thermostat in the southwest corner of the library we learned that 3 of the 7 units are not working properly and that we are likely to have problems with air conditioning this summer. Additionally, as the units are working poorly or not at all, we are heating with electric heat which is the most expensive. In consulting with heating and cooling experts, Schneidecker Heating and Air and Airrow Heating & Cooling, we have learned information regarding 3 options:

1. replacing all the units with ductless heating
2. replacing some of the units with ductless heating and replacing heat pumps and furnaces a few at a time
3. replacing the whole system with new heat pumps and furnaces a few at a time.

Currently, the Library requires almost \$10,000 a year in electricity. We know we can lower those costs by having a more efficient heating/cooling system.

We have also contacted Groth Gates but have not heard back from them yet.

Ongoing Impact(s):

Meets City goal to maintain and improve public infrastructure and facilities

Capital Expenditure Detail

Department: Building & Property Reserve -Library

Purchase item: paint the outside of the library

Cost of item: \$25,000

Budget line item: 035-350-621700

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

Explanation of need for purchase:

Time and weather is taking their toll on the library building. Records found in the library files indicate that it was last painted in 2001. We are concerned that we be good stewards of the wonderful city asset that is the library. Our wet weather which causes drains to overrun is causing damage to the siding. We need to replace damaged siding and give the outside a new coat of paint to not only prevent further problems, but also to provide a fresh look that will enhance the neighborhood in which we are located. Commercial painters are providing estimates of approximately \$6000 - \$25,000 for the paint job. Our request includes the cost of siding repair. More quotes will be solicited and evaluated before awarding the contract.

Ongoing Impact(s):

Meets City goal to maintain and improve public infrastructure and facilities

LIBRARY

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

Because the facility, built in 1975, gets such heavy use and time and weather take a toll, there are improvements needed for the building and grounds that are listed below under Capital Expenditures. Additionally, in order to provide coverage so that there are always at least 2 employees in the building, so that employees are provided appropriate time off, so that vacations and health appointments are covered we will be requesting some increase in our personnel costs.

2019-2020 Fiscal Year Accomplishments

- Circulation 52,903 physical items, 3103 Library-2-Go items, 15,600 patron visits, 3,225 items lent and 2731 items borrowed through the Interlibrary Loan system, 752.4 hours of volunteer services, 4176 sessions on the in-house public computers and daily free Wi-Fi of 1929 users
- Hosted 1015 preschoolers and their parents at our weekly StoryHour
- Hosted 279 participants at our Summer Reading Performances; 242 read 2538 books
- Hosted Planetarium at Toledo Elementary School to “kick off” Summer Reading Program
- Provided a story time for HeadStart and Toledo Elementary After-School Program monthly
- Provided Library Programs each month for the children of the community including honoring our veterans in November.
- Participated with the following in strategic partnerships: Sodexo Food, the Dolly Parton Imagination Library Program, 20th Century Schools afterschool program, Toledo HeadStart, Toledo Elementary School, YPHS museum, Toledo Food Pantry, Oregon Coast Therapy Animals, Dr. Tim Miller-Morgan through the International Piaba Project, Christine Clapp of the Oregon Department of Fish and Wildlife, and the Parents As Teachers Program
- Created, published, and distributed our new “zine” **Bibliattack**
- Hosted 2 author readings/presentations
- Installation of Useful Public Computer Management System
- Wrote and received 4 grants

2020-2021 Goals

- Increase our circulation and use of services such as public computers and Wi-Fi
- Continue to provide our Preschool Story Hour and attract more participants
- Provide literacy promotion through our Summer Reading Program
- Provide reading outreach to community organizations
- Engage children and youth monthly in literacy based programs
- Continue to develop strategic partnerships with community groups
- Develop additional adult programming

Capital Expenditures 2020-21

- Paint Library inside and out
- Update or replace heating and cooling system
- Erect new sign and improve signage inside library
- Design community room for conference use including mounted A/V equipment

2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted	2019-2020 Est Actual	Account Number	Description	FTE	2020-2021 Proposed	2020-2021 Approved	2020-2021 Adopted
GENERAL FUND									
Expenditures									
Library									
0	58,097	60,000	60,000	001-700-500042	Library Director	1.00	63,500	63,500	63,500
86,206	0	0	0	001-700-500050	Full Time	0.00	0	0	0
34,490	0	0	0	001-700-500060	Half Time	0.00	0	0	0
0	39,125	40,200	40,400	001-700-500064	Library Assistant Director	1.00	43,580	43,580	43,580
7,716	0	0	0	001-700-500070	Part Time	0.00	0	0	0
0	37,755	36,000	37,220	001-700-500072	Library Tech Services Op	1.00	40,000	40,000	40,000
0	11,830	14,000	11,871	001-700-500076	Library Clerk	0.50	15,000	15,000	15,000
9,815	10,949	12,500	11,400	001-700-504700	Social Security	0.00	12,500	12,500	12,500
24,815	42,471	50,000	51,225	001-700-504800	Health Insurance	0.00	53,000	53,000	53,000
320	1,809	2,000	300	001-700-504900	Workers' Comp	0.00	500	500	500
15,690	17,546	20,000	21,500	001-700-505000	Retirement	0.00	27,716	27,716	27,716
179,051	219,581	234,700	233,916		Personnel Services	3.50	255,796	255,796	255,796
3,240	4,529	5,950	5,000	001-700-600100	Office Supplies	0.00	5,000	5,000	5,000
909	406	3,000	1,700	001-700-600150	Data Processing Support	0.00	2,500	2,500	2,500
10,204	9,154	9,270	10,500	001-700-600210	Electricity	0.00	10,500	10,500	10,500
1,428	1,986	2,500	2,000	001-700-600220	Communication Services	0.00	2,575	2,575	2,575
0	0	1,200	200	001-700-600300	Equipment Maint & Repair	0.00	1,200	1,200	1,200
1,042	1,255	3,000	125	001-700-600600	Travel & Training	0.00	3,090	3,090	3,090
191	779	500	400	001-700-600700	Membership & Subscription	0.00	515	515	515
8,111	7,304	8,200	6,560	001-700-603000	Network Services	0.00	8,200	8,200	8,200
30,397	28,255	26,000	26,000	001-700-603500	Books & Materials	0.00	27,000	27,000	27,000
1,186	2,979	3,000	2,800	001-700-606500	Youth Program Support	0.00	3,500	3,500	3,500
0	0	1,000	30	001-700-606550	Adult Program Support	0.00	500	500	500
960	1,115	2,600	2,050	001-700-607500	Special Purchases	0.00	2,000	2,000	2,000
1,757	1,852	3,000	1,500	001-700-608000	Supplies	0.00	1,500	1,500	1,500
354	20	2,500	2,085	001-700-608100	Contract & Other Services	0.00	2,500	2,500	2,500
59,779	59,634	71,720	60,950		Materials & Services		70,580	70,580	70,580
0	0	0	0	001-700-620500	Equipment	0.00	10,000	0	0
					Capital Outlay		10,000	0	0
0	0	20,000	20,000	001-700-631960	Trans to Bldg & Property Res	0.00	25,000	25,000	25,000
				001-700-631600	Trans to General Reserve		10,000	10,000	10,000
0	0	20,000	20,000		Transfers		25,000	25,000	35,000
238,830	279,214	326,420	314,866		LIBRARY TOTAL	3.50	361,376	351,376	361,376

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

MUNICIPAL COURT

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

2019-2020 Fiscal Year Accomplishments

- Secured a three year contract with Judge Heidi Sternhagen
- Adopted new rules for Municipal Court
- Secured software contract with Tyler Technologies for Incode system
- Collected \$60,149. YTD against a revenue budget of \$60,000.
- Fully trained two clerks to cover court functions
- Strengthened internal controls as much as possible

Operations:

Fiscal Year to Date:

- 386 Violations processed
- \$60,149. Revenue received

2020-2021 Goals

- Implement new court system by July 1, 2020. As part of the process, evaluate all cases for compliance with legal options for collection and follow up.
- Streamline system for correspondence and tracking of dockets.
- Ongoing education for Court Clerks

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

INFORMATION TECHNOLOGY

The Information Technology (IT) Department oversees the network and technical system of the organization and includes .63 FTE. This Department ensures software and hardware infrastructure are up to date, secure and continue to operate through technical interruptions. The Department creates emergency response plans to protect the business from unforeseen problems, and constantly works to improve the entire company's ability to function efficiently and effectively.

2019-2020 Fiscal Year Accomplishments

- Installed cameras at the Public Works shop and the Police department
- Purchased new backup software and hardware
- Added a Wi-Fi access point to the Public Works shop
- Purchased and deployed several new laptops, desktops and printers
- Restructured our virtual machines and hosts to better distribute space and processing
- Cleaned old users and computers from Active Directory
- Added rules to our exchange server to better protect from phishing and email scams
- Repaired Siletz intake Network Video Recorder
- Supported users and computer of City of Toledo staff

2020-2021 Goals

- Replace current firewall
- Add new video server for the purchase of new cameras for city wide system
- Add cameras to Water Treatment Plant, Wastewater Treatment Plant, library and Memorial Field
- Upgrade or replace all remaining Windows 7 machines
- Schedule security awareness training for City of Toledo staff
- Replace two of our oldest virtual hosts with new hardware
- Prepare for Police Department's move to the new Public Safety building

2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted	2019-2020 Est Actual	Account Number	Description	FTE	2020-2021 Proposed	2020-2021 Approved	2020-2021 Adopted
GENERAL FUND									
Expenditures									
General Services									
0	19,954	35,600	31,500	001-900-500024	Information Systems Admin	0.43	32,000	32,000	32,000
0	1,502	2,725	2,400	001-900-504700	Social Security	0.00	2,500	2,500	2,500
8,352	3,680	7,330	6,514	001-900-504800	Health Insurance	0.00	7,000	7,000	7,000
57	240	283	25	001-900-504900	Workers' Comp	0.00	200	200	200
0	2,109	3,700	3,912	001-900-505000	Retirement	0.00	4,500	4,500	4,500
8,409	27,486	49,638	44,351		Personnel Services	0.43	46,200	46,200	46,200
6,219	5,429	10,000	10,000	001-900-600150	Data Processing Support	0.00	10,000	10,000	10,000
8,763	9,796	10,000	15,000	001-900-600700	Membership & Subscription	0.00	10,000	10,000	10,000
72,744	66,340	70,000	78,000	001-900-601700	Insurance	0.00	85,000	85,000	85,000
758	456	5,000	500	001-900-603600	Safety Committee	0.00	5,000	5,000	5,000
2,429	1,787	3,500	6,000	001-900-603700	City Council	0.00	6,000	6,000	6,000
427	692	1,000	1,500	001-900-603800	Planning Commission	0.00	1,500	1,500	1,500
9,010	180	10,000	5,000	001-900-603900	Economic Development	0.00	10,000	10,000	10,000
0	0	5,000	5,000	001-900-603950	Abatement	0.00	20,000	20,000	20,000
9,595	9,128	10,500	10,500	001-900-603975	Contributions	0.00	11,400	11,400	11,400
18,426	15,704	20,000	0	001-900-604000	Unemployment	0.00	20,000	20,000	20,000
142,785	121,590	132,000	140,000	001-900-604400	Street Lights	0.00	140,000	140,000	140,000
733	575	1,500	1,773	001-900-608000	Supplies	0.00	2,000	2,000	2,000
123,323	49,517	40,000	40,000	001-900-608100	Contract & Other Services	0.00	40,000	40,000	40,000
12,900	809	30,000	30,000	001-900-608125	Audit Services	0.00	10,000	10,000	10,000
408,112	282,003	348,500	343,273		Materials & Services	0.00	370,900	370,900	370,900
0	0	0	0	001-900-630475	Trans to Property Maint Fund	0.00	0	0	0
9,000	0	0	0	001-900-631600	Transfer to General Reserve	0.00	0	0	0
0	0	0	0	001-900-631950	Transfer to Stabilization Fund	0.00	0	0	0
0	0	0	0	001-900-631960	Trans to Bldg & Property Res	0.00	0	0	0
9,000	0	0	0		Transfers	0.00	0	0	0
0	0	309,528	0	001-900-640100	Contingency	0.00	300,000	300,000	300,000
0	0	309,528	0		Contingency	0.00	300,000	300,000	300,000
0	0	0	0	001-900-702000	Loan Repayment	0.00	0	0	0
0	0	950,000	0	001-900-801000	Unappropriated Surplus	0.00	620,149	620,149	610,149
0	0	950,000	0				620,149	620,149	610,149
425,522	309,488	1,657,666	387,624		GENERAL SERVICES TOTAL	0.43	1,337,249	1,337,249	1,327,249
5,838,763	5,594,231	5,505,946	5,619,291		Fund Revenue		5,261,721	5,251,721	5,251,721
3,959,901	3,406,776	5,505,946	3,850,445		Fund Expenditures		5,261,721	5,251,721	5,251,721
1,878,862	2,187,454	0	1,768,846		Fund Total	29.10	0	0	0

Capital Expenditure Detail

Department: General Services - Planning

Purchase item: Special Planning Projects

Cost of item: \$15,000

Budget line item: 065-000-405270

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

Explanation of need for purchase:

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

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

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

Ongoing Impact(s):

No ongoing impacts were identified.

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

Capital Expenditure Detail

Department: **General Reserve Fund** -Toledo Police Department

Purchase item: New Patrol Car

Cost of item: **2020 Dodge AWD Charger** - \$30,000 (estimated cost)
Wireworks - \$18,266.52
Graphics - \$5,700
Total: \$54,000

Budget line item: **036-360-628000**

Replacement (Y/N) Y **if yes, item being replaced:** E245525 2009 Dodge Charger

Explanation of need for purchase:

The TPD vehicle replacement plan was created to ensure continuous public safety coverage for the community. Money is set aside every year in an attempt to be fiscally responsible by replacing aging vehicles before they become a financial liability through continuous maintenance costs. One of the vehicles in the fleet is a 2009 Dodge Charger which has exceeded 100,000 miles.

Ongoing Impact(s):

Planned vehicle replacement for next vehicle is 2021-2022

Capital Expenditure Detail

Department: General Reserve Fund -Library

Purchase item: upgrade the community room for conference use (mounted AV system and new furniture)

Cost of item: \$18,500

Budget line item: 036-360-629160

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

Explanation of need for purchase:

This project will upgrade the Library community meeting room by adding technology and hardware to encourage new uses such as small business conferencing space (encouraging entrepreneurship and job creation) and community education opportunities.. Our intent is to focus on our rural, under-served population to encourage education, employment/job skills training, and community collaboration by offering a convenient, effectively furnished meeting space for classes/meetings. We envision a state of the art learning/working space that will attract users such as Oregon Coast Community College, Oregon RAIN - Regional Accelerator & Innovation Network, Parenting classes, Test proctoring, Informal learning, Lifeguard Training (the Greater Toledo Pool is next door), Homeschool and Online School needs.

Explanation of costs:

Flip-top tables with wheels for ease in set up and tear down as the room needs to be left ready to set up for the next group to use. \$4790

Folding Chairs that are light weight and easy for seniors and children to handle. \$2,000

Folding Chair Storage Cart \$250

Podium \$150

Multimedia capable PC \$900

Sound Bar \$200

Blu-Ray Player \$170

Enclosed AV/technology cart \$182

85-inch TV/Screen/Monitor \$2,800

Paint and construction \$5000

Two grants have been written to help defray costs to the City.

Ongoing Impact(s):

Meets City goal to maintain and improve public infrastructure and facilities and economic development: promote economic growth. Also the improved room will attract users who will pay the rental fee of \$50 per occurrence.

PUBLIC WORKS

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

2019-2020 Fiscal Year Accomplishments

Storm Drain System Maintenance

- Repaired eight storm drain
- 2,000 feet of storm drain line jetted and cleared
- Placement storm drain line between SE 3rd and SE 4th parallel to Alder Street
- Monthly maintenance of Storm Water pump station and tide gate

Facilities & Parks

- Upgraded and remodeled Memorial Park bathrooms
- City Hall interior painting and various cabinetry
- Library grounds and building maintenance
- Skate Park maintenance
- Dog Park Maintenance
- Installation of 24 hour drive up Ballot Box at City of Toledo Police Department
- Mitigation of water damage at New Police Department building
- Monthly maintenance of City of Toledo parks & Green Spaces.

Streets and Signage

- Numerous sign replacement throughout City of Toledo as needed and required
- Annual crosswalk and street painting
- Street pot-hole repair as needed and required
- Seasonal tree trimming and damage mitigation

Public Works Personnel & City Shop Operations

- Hiring of two parks and facilities employees
- Numerous safety related training completed
- Three CDL drivers' licenses added to Public Works Department
- Establishment of capital asset inventory within the Public Works Department
- Establishment of preventative maintenance and inspection system on City of Toledo equipment fleet
- End of Fiscal Year City of Toledo surplus sale (ongoing)

2020-2021 Goals

It is our desire to make public works a more efficient and valuable asset to the City. We can accomplish this by completing basic jobs in house with company crews, such as blacktop patching, short main line replacements on both sewer and water, parking lot and street striping, hydrant replacements, generator load bank testing, I&I repairs for Department of Environmental Quality Mutual Agreement and Order and safety hazard analysis program. Continue to build relationships with internal and external customers.

Employee Safety

- Safety in Motion training
- Yearly required safety courses
- Promotion of Personal Protective Equipment (PPE)
- Continuation of annual safety inspections

City of Toledo Future Projects

- Continuous upgrade as needed and required to existing infrastructure
- Continuous beautification and upgrade to City of Toledo Parks and Facilities
- N. Arcadia and N. Spruce Street paving overlays
- Completion of Nye Park
- North Nye and South Graham Street I&I projects

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

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

Capital Expenditure Detail

Department: Public Works Reserve -Equipment

Purchase item: Kubota Skid-Steer

Cost of item: \$60,500

Budget line item: 040-400-620500

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

Explanation of need for purchase:

This equipment would satisfy the need for Public works to have a smaller, more compact machine to aid in back fill and cleanup efforts all over town, in tight areas, and in our own yard. It has the capability to be used to load materials into our dump trucks while a list of accessories such as a sweeper, pavement breaker, and pavement grinder make it a valuable addition to our toolbox. The above price would cover the Kubota skid-steer and street broom attachment that would be very useful for truck spills, job site clean-up, paint preparation on streets, sweeping of parking lots, cleaning of fog lines in early spring and general clean-up as needed. **THIS IS NOT INTENDED TO REPLACE THE CONTRACTED STREET SWEEPER FOR THE CITY OF TOLEDO or the purchase of a street sweeper.**

Due to earlier purchases made by Public Works, If the Land Pride cold planer is purchased in conjunction with the Kubota, it would greatly enable the City Crew to make badly needed asphalt repairs using city crew members rather than contractors, greatly cutting costs. Also available for purchase for this machine are a variety of brush cutters and trail/ right-of-way maintenance attachments for R.O.W.'s such as Siletz in-take pipeline and the Millcreek raw water line.

Ongoing Impact(s):

The city would greatly benefit from this purchase by continuing to build a more solid, efficient work force capable of completing projects within our skill sets and lowering our dependence on outside contractors.

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

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

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

Capital Expenditure Detail

Department: Streets

Purchase item: STREET SWEEPER

Cost of item: \$ 85,000

Budget line item: 011-110-620500

Replacement (Y/N) NO if yes,

Explanation of need for purchase: To provide street sweeping services for the City of Toledo in a timely and more efficient manner than is currently being used. Including cleanup of chip -truck spillage that often clogs our storm drain system, along with dirt and mud from truck traffic.

Ongoing Impact(s):

There is an interest in possibly contracting with local government agencies to provide sweeping services in local entities such as City of Siletz, Port of Toledo, Georgia Pacific, Lincoln County Roads, (bridges only). This purchase would be a giant step in helping the City of Toledo become less dependent on contractors and to have more control of the quality of work we receive while lightening the burden of accounts payable to contractors. The city is now paying \$ 41, 436.00 per year for this service, plus additional costs when they are called in for emergency services (such as accidents, spills, etc.). This vehicle, under normal circumstances, would pay for itself in less than 2 years. Minus labor. This time frame could possibly be shortened by performing work for outlying towns etc. mentioned above.

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

Capital Expenditure Detail

Department: Streets Reserve

Purchase item: Spruce Street

Cost of item: Improvement \$161,000

Budget line item: 011-110-620520

Replacement (Y/N) Yes **if yes, item being replaced:** Existing Mainlines & service lines

Explanation of need for purchase:

A grant of \$50,000 has been received to re-pave Spruce St. Beginning at NW 11th continuing North to end of City R.O.W. The current water main on Spruce is very near (if not past) it's life expectancy and is made of asbestos containing materials. (AC) The mainline and approximately 26 service lines are to be replaced to the meter boxes as well as replacing 2-6" mainline valves that are inoperable. These expenditures are budgeted in the water reserve fund.

This item needs to be completed in a timely manner to avoid spending all winter with just gravel on Spruce ST. If the utility infrastructure cannot be completed in time to do the surfacing work, it may need to be completed in the spring of 2021.

Ongoing Impact(s):

In the past, streets have been overlaid without up-grading the existing infra-structure only to come back 1 or 2 years later and cut the pavement for new pipes. Nye Street is a perfect example of this happening. Once the new piping system and overlay is complete, there should be no street cuts except for unavoidable emergency situations.

Capital Expenditure Detail

Department: Streets Reserve

Purchase item: **Arcadia Street Paving**

Cost of item: **\$330,000**

Budget line item: **011-110-620520**

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

Explanation of need for purchase:

A grant has been secured for \$100,000 from Small City Allotments to further this project. Paving will be done in conjunction with Spruce to save on mobilization costs. The paving will go from Burgess Road to the Cemetery on Arcadia Street. Because of the utility work needing to be done on Spruce Street before paving this project may not be completed until spring of 2021.

Ongoing Impact(s):

The Arcadia and Spruce Street pavement overlays will extend the life of the pavement and reduce maintenance costs.

PUBLIC WORKS – WATER DIVISION

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

2019-2020 Fiscal Year Accomplishments

- Producing over 270,100,000 gallons of high quality potable water
- Uninterrupted use of the Siletz River Intake
- Installation of a new inline static mixer – replacing a mechanical mixer, with power cost savings
- Purchase of a new Bench Turbidity Meter
- Purchase of two new online Turbidity Meters that replaced two units no longer supported by the manufacture
- Replacement of Lab Bench Top

Water Distribution Maintenance

- 500 foot PVC pipe water main replacement on “A” Street with services
- 300 foot replacement on NE 1st to NE 2nd street due to failed service line
- 40% completion of water valve GPS coordination
- Installation of Port of Toledo main line with four fire hydrants
- Installation of new services as requested
- Eight raw water line repairs to the Mill Creek Water Line
- Installation of four tank safety gates (ongoing) at Water Treatment Plant

Challenges

- Replacement of the Mill Creek Line and Pump Station – The line was broken over four times this year requiring repairs
- Continuing to provide quality water during line repairs, storms and unexpected events

2020-2021 Goals

- Enhancing Efficiency - Optimizing all operations in the facility for water at the lowest cost to Toledo citizens.
- Increasing Productivity – Working at the highest level of operations
- Maintaining Compliance – Making sure to meet or exceed all standards

Capital Improvement Projects

- Facility Window Replacement
- New Forklift
- Catwalk
- Surface Wash Motor and Pump
- Skyline Tank Repairs
- Backwash Motor and Pump
- Treatment Plant Blacktop - possibly next fiscal year
- Siletz Pump Station Generator
- Replacement of the Mill Creek Supply Line and Pump Station

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

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

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

Capital Expenditure Detail

Department: Water Fund

Purchase item: Forklift

Cost of item: \$15,000.00

Budget line item: 012-120-620500

Replacement (Y/N) Yes **if yes, item being replaced:** Present Forklift

Explanation of need for purchase:

A fork lift that can be used safely year around, due to the poor condition of the facility yard.

Also, the ability to use the equipment over the whole facility.

Ongoing Impact(s):

The present forklift get stuck operating in the compound.

Also, we are not able to drive the forklift on the upper areas of the facility as it will not go up the drive ways.

Capital Expenditure Detail

Department: Water Fund

Purchase item: Water Plant Windows

Cost of item: \$10,000.00

Budget line item: **012-120-600400**

Replacement (Y/N) Yes **if yes, item being replaced:** Present Plant Windows

Explanation of need for purchase:

Plant Windows are the original from 1970.

Some leaking is now being seen.

Ongoing Impact(s):

Leaking around the windows as well has higher power costs for heating and cooling.

Safety is as issue as they are an older single pane glass.

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

Capital Expenditure Detail

Department: Water Reserve Fund

Purchase item: Backwash Motor and Pump

Cost of item: \$80,000.00

Budget line item: **085-850-620520**

Replacement (Y/N) Yes **if yes, item being replaced:** Old Backwash Motor and Pump

Explanation of need for purchase:

The Backwash Pump is original equipment from the 1970.

In 2018 a motor vibration testing was performed, showing issues in the motor bearings and will need attention at some point.

Due to the age of the motor replacement may be the better option, winding resistance is very high indicating breakdown of the winding insulation.

The pump performance has been reduced by over 5%.

Ongoing Impact(s):

The unit is well off the performance curve for both Motor and Pump.

Is leading to higher power costs and water usage for performing a Surface Wash during a Back Wash of the Filters.

There is also no backup to this system, if it were to fail replacement time could be long as well as it could affect treatment.

Capital Expenditure Detail

Department: Water Reserve Fund

Purchase item: Catwalk

Cost of item: \$20,000.00

Budget line item: **041-410-620520**

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

Explanation of need for purchase:

Catwalk does not go all the way around the Sedimentation Basins.
Preventing maintenance on the south side of the basin.

Ongoing Impact(s):

The ability to do maintenance on the south side of the basins.
Also, a safety issue if the basin needs any attention.

Capital Expenditure Detail

Department: Water Reserve Fund

Purchase item: Surface Wash Motor and Pump

Cost of item: \$20,000.00

Budget line item: **041-410-620500**

Replacement (Y/N) Yes **if yes, item being replaced:** Old Surface Wash Motor and Pump

Explanation of need for purchase:

The Surface Wash Pump is original equipment from the 1970.

In 2018 a motor vibration testing was performed, showing issues in the upper motor bearings and would require to be replaced or repaired.

Due to the age of the motor replacement may be the better option, winding resistance is very high indicating breakdown of the winding insulation.

The pump performance has been reduced by over 15%.

Ongoing Impact(s):

The unit is well off the performance curve for both Motor and Pump.

Is leading to higher power costs and water usage for performing a Surface Wash during a Back Wash of the Filters.

There is also no backup to this system, if it were to fail replacement time could be long, as well as it could affect treatment.

Capital Expenditure Detail

Department: Water Reserve Fund

Purchase item: Replacement of Water lines in preparation for Spruce Street Overlay

Cost of item: \$650,000

Budget line item: 041-410-620520

Replacement (Y/N) if yes,

Explanation of need for purchase: In anticipation of paving of Spruce Street, the utilities need to be replaced. The waterlines are at the end of their life (or possibly past the end) and need to be replaced. If the water and wastewater lines are upgraded now, it can eliminate the need for new pavement to be dug up.

Ongoing Impact(s): Preventative maintenance of water and wastewater lines lessens the emergency situations that occur when pipes break.

Capital Expenditure Detail

Department: Water Reserve Fund - Distribution

Purchase item: New Ammon Reservoir

Cost of item: \$1.1 million dollars

Budget line item: 041-410-620520

Replacement (Y/N) Yes **if yes, item being replaced:** Present Ammon Reservoir

Explanation of need for purchase:

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

Peterson Structural Engineering, has provided 90% drawings at a cost for roof replacement of \$770,000.00, upgrades will also have to be made, to make the reservoir structurally compliant.

Also, the reservoir is in need of a paint job - \$350,000.00, total maintenance cost of around \$1,000,000.00.

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

Ongoing Impact(s):

The reservoir is in need of maintenance and rebuilding.

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

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

Capital Expenditure Detail

Department: Water Reserve Fund

Purchase item: Reservoir Road Fire Protection Project

Cost of item: \$300,000

Budget line item: 041-410-626400

Replacement (Y/N if yes,

Explanation of need for purchase: As identified in the 2010 Water System Master Plan prepared by Civil West, the area of Reservoir Lane, NE Beech Street, NE 5th Street and NE 6th street is currently underserved by fire protection. The fire department has requested that a fire hydrant be installed in the area to serve existing needs which includes a large apartment complex and the construction of a new home in the area.

There is not adequate water pressure in the area to support the fire hydrant. Another fire hydrant in the area is served with a 4" diameter pipe which is also not adequate.

What is being presented is the most probable solution as identified by Civil West at this time. This proposition will bring a total of 15-18 buildings within the recommended range of 250' feet from a fire hydrant per Oregon Fire Code.

Several options are under consideration and no final conclusion has been reached at this time. More study will be required.

Ongoing Impact(s):

Routine/ongoing maintenance of fire hydrants.

Capital Expenditure Detail

Department: Water Reserve Fund

Purchase item: Skyline Reservoir Repairs

Cost of item: \$50,000.00

Budget line item: **041-410-600420**

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

Explanation of need for purchase:

On inspection of the Skyline Reservoir, it was identified that the Reservoir had some failures and unanticipated wear of components.

1. At least one bolt was sheared off most likely at installation, inspection of all bolts continues.
2. Sealer Filets are showing signs of premature failure of the sealant.
3. Perimeter Seals, also showing signs of premature failure of the sealant.

Ongoing Impact(s):

If the seals and bolts are not repaired it will lead to leakage of the Reservoir and to the shorting of the anticipated life of the Reservoir.

Failure of the Reservoir is not predicted any time soon, but leakage is. A loss of revenue to the City.

WASTEWATER

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

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

2019-2020 Fiscal Year Accomplishments

Accomplishments

- Producing over 229,540,000 gallons of high quality water
- Installation of a new system Blower
- Cleaning of the Influent Grit Chamber
- Valve Replacement in the Digester
- Replacement of the Lime Pump

Challenges

- Continued Treatment due to high water infiltration from the collection system
- Staying in compliance with regulatory requirements
- Wastewater Rates

Capital Improvement Projects

- Solids removal of Sludge from Drying Beds

Sanitary Sewer Maintenance

- Multiple repairs of Butler Bridge force main line
- Completion of 1,400 foot force main from Butler Bridge pump station to road crossing connection
- Completion of Rehabilitation projects M, D, and F1 to stop existing ingress and infiltration (I&I) of sewer lines
 1. Project M, Alley Repair parallel to Main Street between N. 1st to 2nd streets
Projected Cost: \$10,775.00 Actual Cost: \$500.00
 2. Project D (Completed by Public Works), SE 10th St sewer main replacement
Projected Cost: \$59,340.00 Actual Cost: \$25,340.99
 3. Project F1 (Completed by Public Works), NW 6th St sewer main replacement
Projected Cost: \$35,000.00 Actual Cost: \$5,000
- Bi-annual flushing of main sewer lines
- Manhole replacement at SE Holly and SE 10th street
- 13 cross connections repaired between sewer and storm lines
- 53 I&I inspections of City of Toledo sewer infrastructure
- Replacement of sewer main line from SE 1st to SE 2nd Street
- Abandonment of sewer main line on NW 3rd St for I&I purposes
- Establishment of pump station maintenance records

2020-2021 Goals

- Treatment – Maintaining full compliance with NPDES permit
- Maintenance – Scheduling of all projects due for inspection or upkeep
- Organization – Updating and Developing Standard Operational Procedures

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

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

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

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

Capital Expenditure Detail

Department: Sewer Fund

Purchase item: Solids Removal from Drying Beds

Cost of item: \$57,000.00

Budget line item: 013-130-600420

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

Explanation of need for purchase:

Space is limited for holding facility sludge.

Cleaning needed depending on yearly production.

Ongoing Impact(s):

The inability to remove sludge and overloading of the facility process, resulting in violations of permitted discharge levels.

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

Capital Expenditure Detail

Department: Sewer Fund Reserve

Purchase item: Replace sections of Wastewater mains on Spruce Street

Cost of item: \$163,000

Budget line item: 042-420-600420

Replacement (Y/N) YES if yes, item being replaced: Existing Sewer mainline

Explanation of need for purchase: Replace approximately 440' of Wastewater main and laterals due to age and condition. (Laterals are generally only replaced out to property lines) We also plan to perform maintenance on the exterior of the existing manholes effected by this project as an effort to reduce I & I. This item needs to be completed in a timely manner to avoid spending winter months with just a gravel surface on Spruce St. It is also part of the Spruce St. overlay project scheduled for this year.

Ongoing Impact(s):

In the past, streets have been overlaid without up-grading the existing infra-structure only to come back 1 or 2 years later and cut the pavement for new pipes. Nye Street is a perfect example of this happening. Once the new piping system and overlay is complete, there should be no street cuts except for unavoidable emergency situations.

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

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

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

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

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

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

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

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

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

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

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