

TOLEDO

City of Toledo

Est. 1893



Adopted Budget Fiscal Year 2022-2023



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Toledo *at a glance*

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



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*	3,611
Median Resident Age*	36.9
High School Graduate or higher*	90.2%
Bachelor's Degree or higher*	24.6%

COST OF LIVING FACTS

Median Household Income*	\$43,088
Total Housing units*	1,491
Average Household Size*	2.60
Average Family Size*	2.93

CLIMATE

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

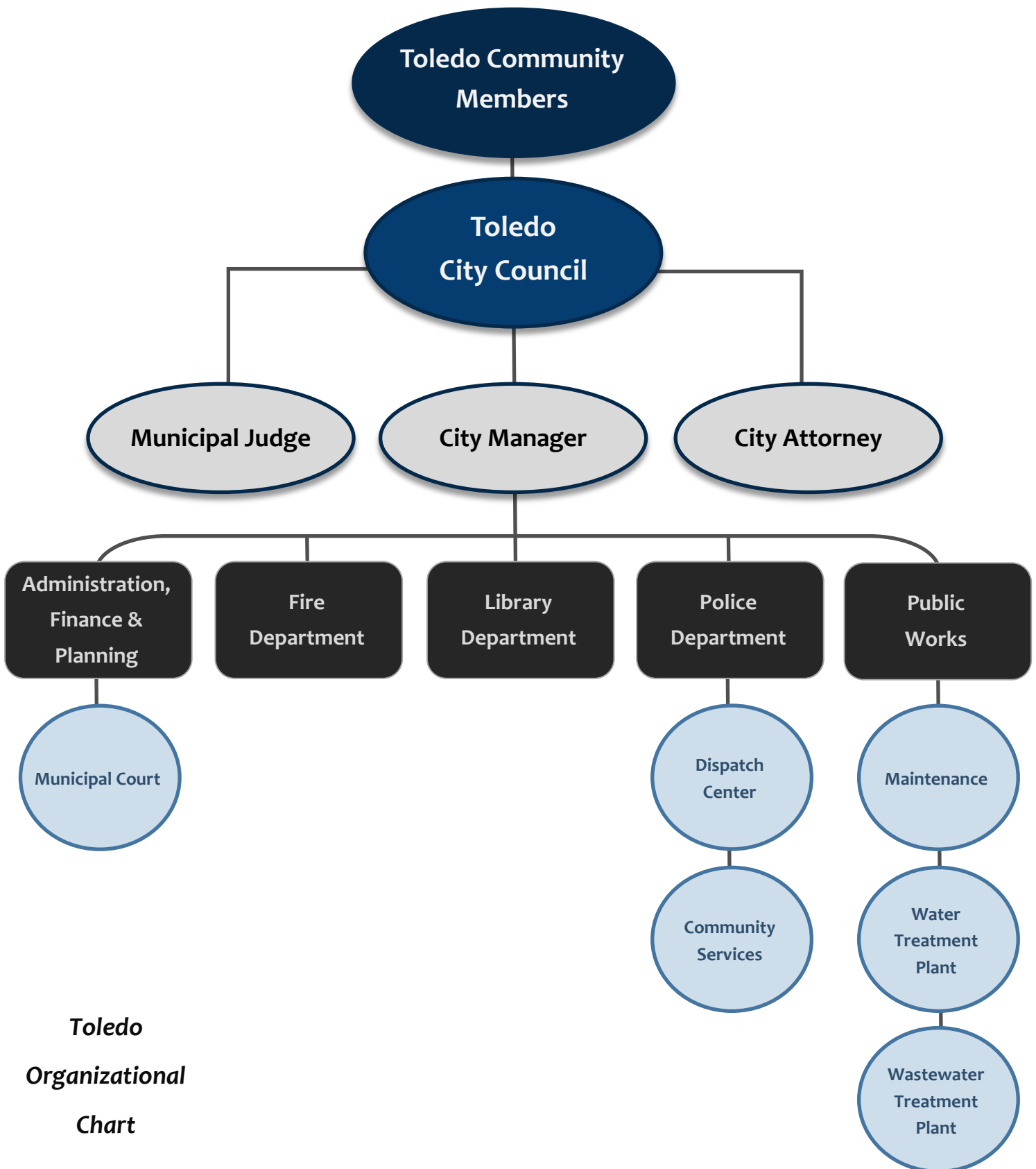
LAND USE

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

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



Toledo *at a glance*



**Toledo
Organizational
Chart**



CITY OF TOLEDO, OREGON FISCAL YEAR 2022-2023 BUDGET



BUDGET COMMITTEE

CITIZEN MEMBERS

Michele Johnson
Nancy Bryant
David Robinson
Anne Learned-Ellis
Barry Bruster
Kim Bush
Ricky Dyson

CITY COUNCIL MEMBERS

Mayor Rod Cross
Council President Betty Kamikawa
Todd Michels
Tracy Mix
Rob Duprau
Jackie Kauffman
Wade Carey

CITY MANAGEMENT STAFF

City Manager	Judy Richter
City Recorder	Lisa Figueroa
Chief of Police	Michael Pace
Library Director	Deborah Trusty
Fire Chief	Larry Robeson
Public Works Director	Bill Zuspan

2022-2023 Budget message

April 26, 2022

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 2022-2023 fiscal year.

This budget is truly a team effort. It has been a challenge with circumstances changing daily. As we did last year, we have estimated the revenues and expenditures very conservatively based on the best information available at the time. With the current situation of rising costs, it was difficult to estimate what the needs will be for the coming year.

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.
- * **Personnel Allocation by Department** – The Various Department funds now contain a detailed accounting of the personnel costs by category and position to further clarify personnel expenses.

BUDGET SUMMARY

The total budget for this fiscal year is \$28,571,653, which is approximately a 28% increase over last year due to anticipated grants and one-time fees allocated for expenditure. 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 2022-2023 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 very conservatively due to the Urban Renewal Agency reducing some of the increase in tax revenues.
- ❖ 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 GP. They could cancel the service at any time.
- ❖ Street Light Utility fee revenues are currently \$3.00 per month. Rates can be adjusted on July 1 of each year based on Council decisions.

2022-2023 Budget message

- ❖ 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 increased because the Library District has chosen a new model for revenue sharing which will be completely phased in over a three year period. While some libraries in the County will have a decrease in revenue, Toledo will have an increase.
- ❖ Revenue from the Toledo Rural Fire Protection District is projected conservatively because it is tied to property tax collections which could lag prior years.
- ❖ We are not expecting to participate in the State of Oregon Fire Conflagration Act in a significant way this year. We need to continue to train volunteers to be ready for such events and possibly will be ready to participate next season.
- ❖ Revenue from the sale of water to Seal Rock Water District is expected to decrease in the fiscal year because of their new treatment plant. (A new agreement was reached with Seal Rock Water in May, 2020 which recovered the lost revenue from the years the rate was calculated incorrectly as well as their portion of the Capital Improvement Projects for the last three years.) We expect to continue as a backup resource to Seal Rock Water and South Beach/Newport through their tie in.
- ❖ 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

- ❖ Police is requesting to add .5 FTE. Last year's budget had a ½ time dispatcher which was a difficult position to fill. The budget reflects a fulltime dispatcher position which is vacant at this time and recruitment will be delayed until later in the year. Administration staffing is changing. The Human Resources Specialist/Communications position was never filled and is removed from the budget. The current budget includes an Assistant City Manager/Human Resources Specialist.
- ❖ Overall personnel expenditures are estimated to increase approximately 9% due to an increase in benefit coverage costs and anticipated wage increases required by collective bargaining agreements and/or other cost of living wage adjustments.
- ❖ Materials and Services expenses are estimated to increase (with the exception of a couple of outliers) by approximately 3% due to increases in utility costs, fuel and other routine operating expenses.
- ❖ Most of the Capital Expenditure projects from last year's budget were completed with heavy emphasis on I & I (Inflow and Infiltration) reduction in the Sewer System and general upkeep and maintenance of City buildings through paint inside and out. Capital Outlay is projected to increase approximately 55% due to one-time funding from ARPA grants and sale of assets as allocated by the City Council.
- ❖ The abatement expense line is budgeted at \$75,000 to cover the cost of demolition and removal of a house.
- ❖ The Public Safety Building Remodel fund has been budgeted to track the expenditures for the renovation of the new public safety building. A grant application for the Seismic upgrades needed has been submitted. At this time we don't know the outcome.

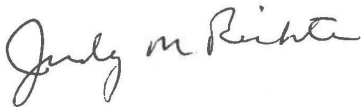
2022-2023 Budget message

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 goals for 2022-2023. 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 2022-2023 operating budget is intended to be responsive to the ongoing needs and desires of the community as well as reflecting the priority issues of the City as it moves forward with improved services and projects.

I would like to especially thank all City staff that had a role in developing this budget, and in particular the City Department heads for their assistance with our ongoing efforts towards making the City of Toledo such a great place to live, work, and play. I want to call out Cindy Oleman for her most valuable participation in all of the preparation and calculations. I would like to thank Lisa Figueroa for her assistance in pulling it all together!

Sincerely,



Judy M. Richter
City Manager

2022-2023 *goals*

City of Toledo City Council Goals Fiscal Year 2022-2023

GOALS

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

Financial and Budgetary Guidelines

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

GENERAL POLICIES

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

REVENUES

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

EXPENDITURES

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

DEBT

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

Financial and Budgetary Guidelines

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.

2022-2023

	Water		WWTP		Gas Tax	Storm	General Fund							Total
	Treat	Dist	Treat	Coll			Proper ty	Muni	IT	Police	Fire	Library	Admin	
PWD	0.15	0.15	0.15	0.15	0.30		0.10							1.00
Operations Supervisor	0.00	0.30	0.00	0.30	0.30		0.10							1.00
Muni/Grounds	0.00	0.50	0.00	0.50	1.00									2.00
Muni/Maintenance II	0.00	0.50	0.00	0.50	0.00									1.00
Maint worker IV Equip Op	0.00	0.35	0.00	0.35	0.30									1.00
PW Crewleader	0.00	0.30	0.00	0.30	0.30		0.10							1.00
Equipment Maint Mechanic	0.00	0.25	0.00	0.25	0.50									1.00
														0.00
														0.00
Utility Billing Clerk	0.15	0.25	0.15	0.25				0.20						1.00
Facility Ops Trainee	0.50		0.50											1.00
Facility Ops -WW	0.00		1.00											1.00
Senior Treatment Op - WW	0.00		1.00											1.00
Facility Ops - WTR	1.00		0.00											1.00
Senior Treatment Op - WTR	1.00		0.00											1.00
														0.00
Muni/Grounds							1.00							1.00
Muni/Grounds Maint P/T					0.50		0.50							1.00
Custodial Technician							1.00							1.00
														0.00
City Manager	0.01	0.01	0.01	0.01	0.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.94	1.00
Assistant CM/HR Assist	0.05	0.05	0.05	0.05	0.05								0.75	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	0.05	0.05	0.05	0.05	0.05								0.75	1.00
Information Systems Mgr	0.10	0.10	0.10	0.10	0.10				0.50				0.00	1.00
Accounting Clerk	0.10	0.10	0.10	0.10	0.10								0.50	1.00
Executive Assistant/City Recor	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
Fire Chief											1.00			1.00
Asst Fire Chief											0.00			0.00
Line Staff											3.00			3.00
Wildland Firefighter											1.00			1.00
Fire Fighter											0.00			0.00
														0.00
Library Director												1.00		1.00
Library Assistant Director												1.00		1.00
Library Tech Services Op												1.00		1.00
Library Clerk												0.50		0.50
														0.00
Police Chief										1.00				1.00
Police Sergeant										1.00				1.00
Police Officer										5.00				5.00
Community Service Officer										1.00				1.00
Head Dispatcher										1.00				1.00
Dispatcher										6.00				6.00

Sub Totals	3.21	3.06	3.21	3.06	3.68	0.00	2.80	0.20	0.50	15.00	5.00	3.50	5.08	
	6.27		6.27											

Grand Total **48.30**

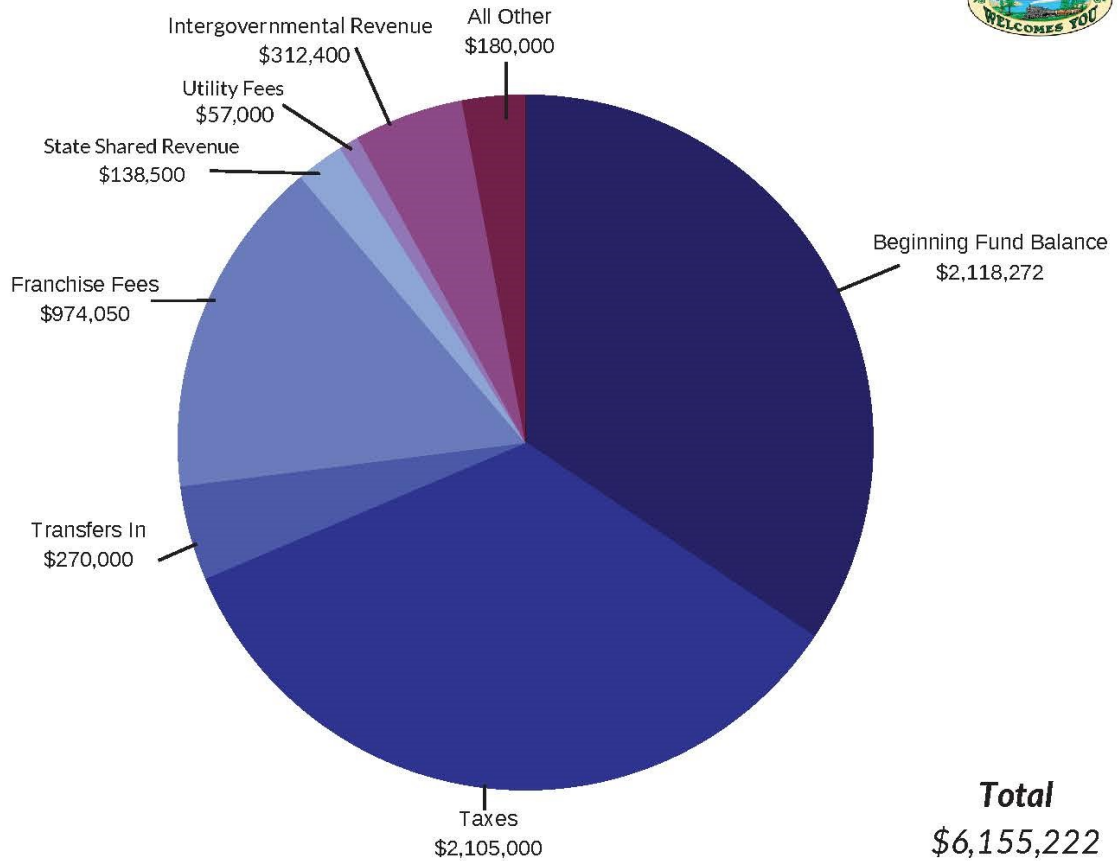
Full time Equivalent Comparison

2022-2023 Position	FTE			
	FY2020-2021	FY2021-2022	FY2022-2023	Inc (Dec)
City Manager	1.00	1.00	1.00	0.00
Assistant City Manager/HR Assistant	0.00	0.00	1.00	1.00
Executive Asst / Recorder	1.00	1.00	1.00	0.00
Accounting Supervisor	1.00	1.00	1.00	0.00
City Planner/Attorney	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	1.00	1.00	0.00	(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	5.00	0.00
Head Dispatcher	1.00	1.00	1.00	0.00
Dispatcher	5.00	5.50	6.00	0.50
Community Service Officer	1.00	1.00	1.00	0.00
Fire Chief	1.00	1.00	1.00	0.00
Asst Fire Chief	1.00	1.00	0.00	(1.00)
Line Staff	2.00	2.00	3.00	1.00
Wildland Firefighter	1.00	1.00	1.00	0.00
Fire Fighter	0.00	0.00	0.00	0.00
Custodian	0.80	1.00	1.00	0.00
Grounds Maintenance	2.00	2.00	2.00	0.00
Library Director	1.00	1.00	1.00	0.00
Library Assistant Director	1.00	1.00	1.00	0.00
Library Tech Services Op	1.00	1.00	1.00	0.00
Library Clerk	0.50	0.50	0.50	0.00
Informations Systems Manager	0.63	1.00	1.00	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	46.73	47.80	48.30	0.50

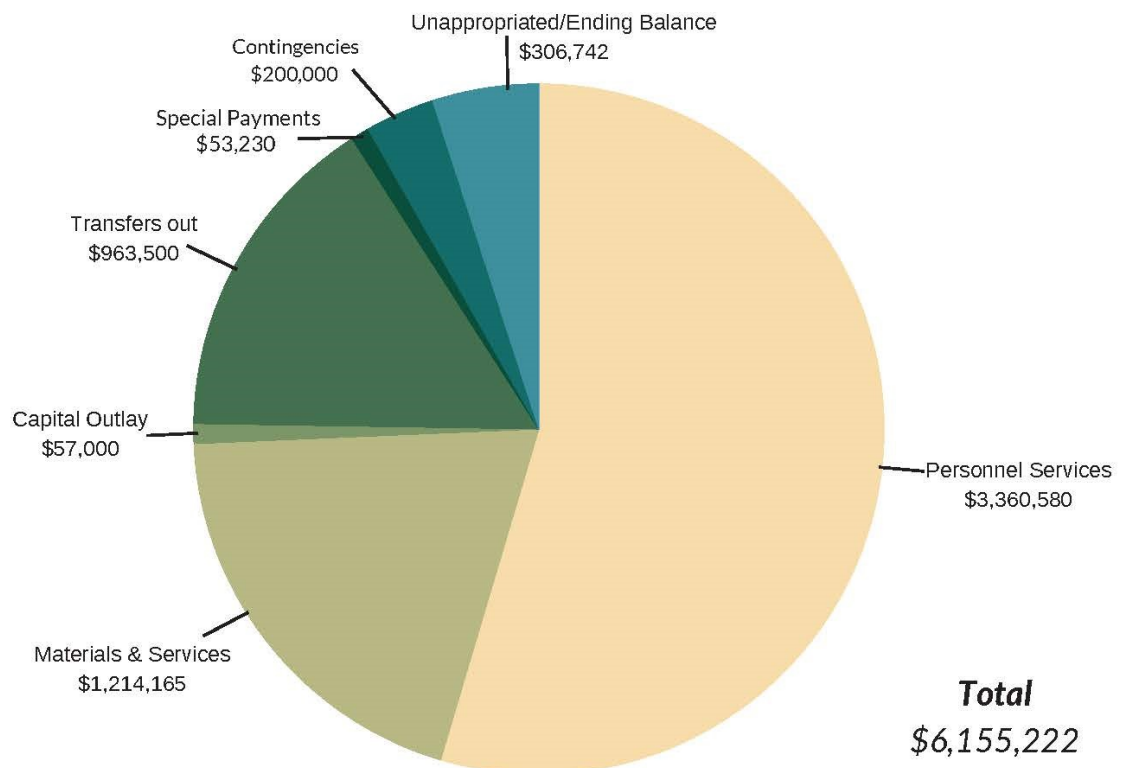
2022-2023 General Fund Revenue & Expenditures



REVENUES



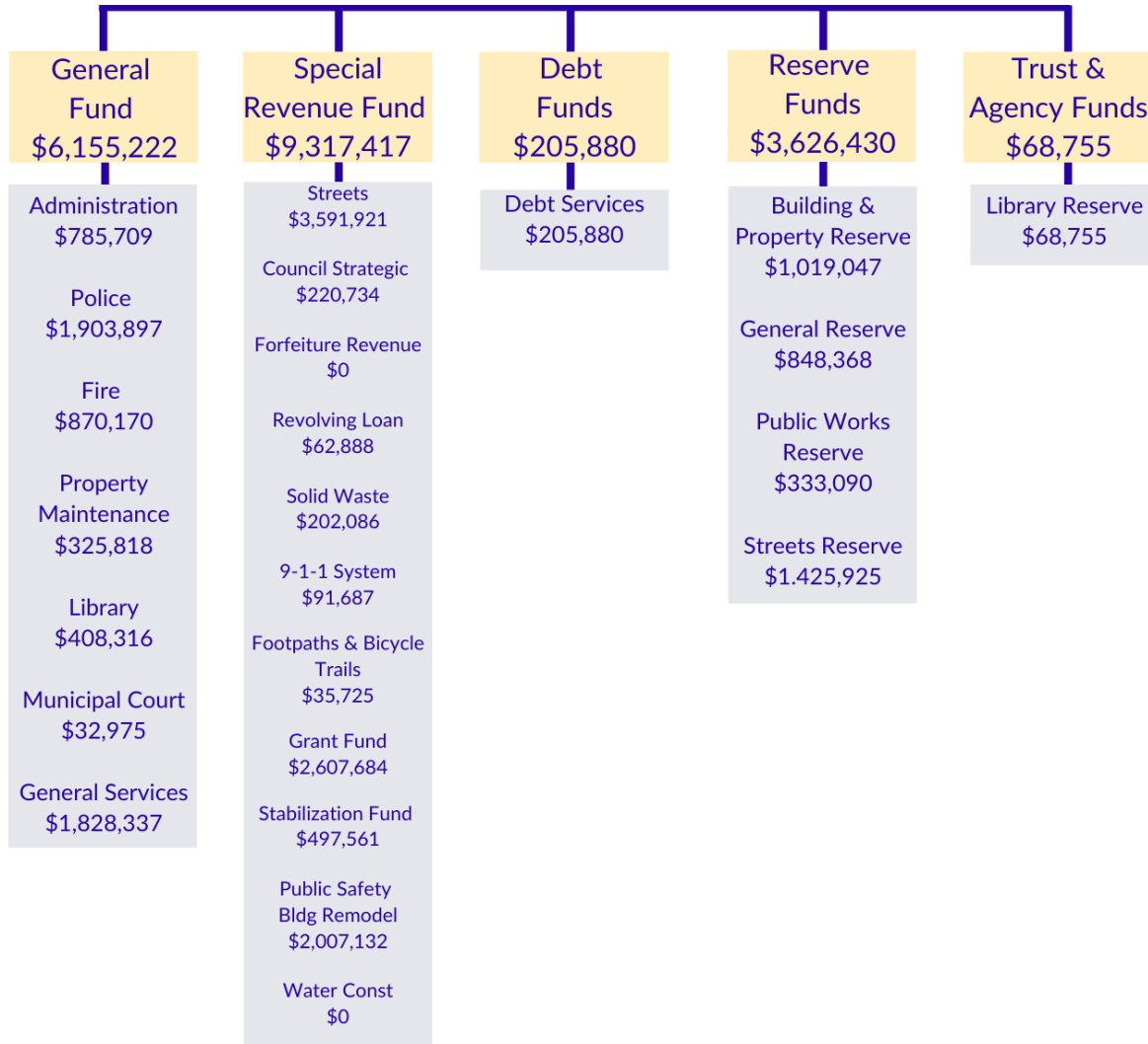
EXPENDITURES





Total Budget - \$28,571,653

Governmental Funds - \$19,373,704



Proprietary Funds - \$9,197,949

Enterprise & Internal Funds \$9,197,949



2022-2023 Consolidated Financial Summary

2022-2023 Consolidated Financial Summary - Budget				
	2021-2022 Adopted Budget	2022-2023 Proposed Budget	Variance in Dollars \$	Variance in Percentage %
Revenue				
Beginning Balance	\$11,374,737	\$12,821,173	\$1,446,436	13%
Taxes	\$2,229,600	\$2,283,400	\$53,800	2%
Transfers In	\$1,366,836	\$3,510,137	\$2,143,301	157%
Franchise Fees	\$1,579,500	\$1,603,550	\$24,050	2%
State Shared Revenues	\$363,800	\$423,000	\$59,200	16%
Utility Fees	\$2,774,700	\$3,214,000	\$439,300	16%
Intergovernmental Revenues	\$327,500	\$312,400	-\$15,100	-5%
Grants/Donations	\$685,000	\$3,996,598	\$3,311,598	483%
Rents, Leases	\$26,185	\$15,000	-\$11,185	-43%
Court/Fines Fees	\$65,000	\$70,000	\$5,000	8%
All Other	\$1,570,758	\$322,395	-\$1,248,363	-79%
Total Revenues	\$22,363,616	\$28,571,653	\$6,208,037	28%
Expenditures by Category of Expense				
Personnel Services	\$4,555,840	\$4,967,122	\$411,282	9%
Materials & Services	\$5,688,204	\$4,784,470	-\$903,734	-16%
Capital Outlay	\$8,608,434	\$13,347,029	\$4,738,595	55%
Transfers Out	\$1,366,836	\$3,480,137	\$2,113,301	155%
Special Payments	\$29,000	\$53,230	\$24,230	84%
Debt Services	\$756,800	\$777,160	\$20,360	3%
Contingencies	\$726,277	\$828,277	\$102,000	14%
Unappropriated/Ending Balance	\$632,225	\$334,227	-\$297,998	-47%
Total Expenditures by Category of Expense	\$22,363,616	\$28,571,653	\$6,208,037	28%

2019-2020	2020-2021	2021-2022	2021-2022	Account		2022-2023	2022-2023	2022-2023
Actuals	Actuals	Adopted	Est Actuals	Number	Description	Proposed	Approved	Adopted
					General Fund			
					001-000 Revenues			
1,920,815	1,958,723	1,917,803	1,850,526	400100	Beginning Fund Balance	2,118,272	2,118,272	2,118,272
2,052,192	2,110,235	2,000,000	2,190,000	400200	Current Taxes	2,050,000	2,050,000	2,050,000
54,770	55,246	55,000	71,000	400300	Delinquent Taxes	55,000	55,000	55,000
46,291	15,864	20,000	11,526	400400	Interest	13,000	13,000	13,000
22,150	22,695	21,000	21,550	401300	Natural Gas Franchise	21,550	21,550	21,550
2,905	2,727	2,500	2,670	401400	Telephone Franchise	2,500	2,500	2,500
4,865	3,767	3,500	3,000	401450	Telecommunications Franchise	3,000	3,000	3,000
23,864	22,894	22,000	22,055	401500	Television Franchise	22,000	22,000	22,000
114,558	97,371	50,000	140,000	401600	Garbage Franchise	75,000	75,000	75,000
837,449	832,483	850,000	836,593	401700	Electric Franchise	850,000	850,000	850,000
66,428	38,653	38,000	58,320	401750	Street Light Utility Fees	57,000	57,000	57,000
175	350	100	250	401900	Beverage License	250	250	250
17,988	21,993	19,000	17,300	402000	Business License	19,000	19,000	19,000
1,144	1,573	500	2,900	402100	Building Permits	500	500	500
56,065	68,193	60,000	70,000	402200	State Liquor Fees	70,000	70,000	70,000
3,887	3,343	3,200	3,221	402300	Cigarette Tax	3,200	3,200	3,200
15,204	13,384	5,600	5,336	402350	Marijuana Tax	5,300	5,300	5,300
52,296	57,145	52,000	61,627	402500	State Revenue Sharing	60,000	60,000	60,000
87,524	126,188	35,000	100,000	402700	Refunds & Misc	35,000	35,000	35,000
2,140	2,060	1,500	-	402710	Lien Searches	1,000	1,000	1,000
345	196	200	260	402735	Public Records Request	250	250	250
650	450	500	575	402740	Notary Fee	500	500	500
925	4,650	400	6,300	402750	Land Use Fees	1,000	1,000	1,000
182,730	188,984	180,000	197,091	402800	Toledo Rural Fire Protect	195,000	195,000	195,000
23,309	6,741	5,000	-	402825	Fire Protection Services	5,000	5,000	5,000
95,913	91,794	65,000	75,767	403000	Municipal Court Fines	70,000	70,000	70,000
5,600	5,400	3,000	4,500	403050	Towing Fees	4,000	4,000	4,000
1,198	238	500	1,092	403100	Library Receipts	500	500	500
74,098	79,187	70,000	69,716	403140	Library Service District	92,000	92,000	92,000
0	0	0	-	403150	Siletz Agreement	20,400	20,400	20,400
4,328	17,651	10,000	22,800	405250	Grants	20,000	20,000	20,000
17,545	17,800	15,000	875,000	405380	Rents and Leases	15,000	15,000	15,000
0	0	0	75,000	405385	Transfer from Grants Fund	240,000	240,000	240,000
0	0	0	-	405390	Transfer from Urban Ren Agency	30,000	30,000	30,000
5,789,348	5,867,977	5,506,303	6,795,975		REVENUE TOTAL	6,155,222	6,155,222	6,155,222

Administration Department



The Administration Department Budget section reflects the costs associated with the day-to-day business operations of the City. The Administration Department includes the City Manager, City Recorder, City Attorney, the Accounting and Finance Staff and the Planning Services Department. The Administration Department strives to provide excellent customer service to the public as well as other City Departments.

2021-2022 accomplishments

- Promoted team work and team building within the City
- Participated in the Toledo ARTS revitalization initiative
- Stood up Urban Renewal Agency to promote revitalization of Main Street and surrounding areas
- Facilitated the Sale of two Toledo Industrial Park (TIP) property lots
- Completed the lease of the cell tower
- Transitioned from contract attorney to employee City Attorney with return of Mike Adams from military duty
- Met another year of challenges from the COVID-19 pandemic
- Completed agreement with Toledo Employees Association
- Emergency Preparedness Fair with High School

2022-2023 Goals

Recruitment & orientation of Assistant City Manager/ H R Specialist

Orientation of RARE Member to help with business promotion, citizen engagement and ART Toledo promotion

Complete update on the Toledo Comprehensive Plan

Complete Housing Capacity Analysis & Buildable Lands Inventory

New Collective Bargaining Agreement with Toledo Public Safety Association

Continue focus on Emergency Preparedness

Department Narrative

The challenges of the past year have been many. The team work within the City makes the challenges smaller! Every employee is dedicated to doing the best job possible to make the City of Toledo a great place to be!



2021-2022 Highlights

\$400,000

From the sale of the
Toledo Industrial Property

19

Phantom Gallery Artists
through ART Toledo

3

Art, Oysters & Brews
outdoor events

2019-2020	2020-2021	2021-2022	2021-2022	Account		2022-2023	2022-2023	2022-2023
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved
					GENERAL FUND			
					Expenditures			
					001-100 Administration			
138,176	97,666	104,957	110,000	500010	City Manager	0.94	103,064	103,064
0	0	0	0	500015	Asst. CM/ Human Res	0.75	69,221	69,221
42,048	0	0	0	500018	Finance Director	0.00	0	0
7,575	44,662	47,968	50,576	500020	Accounting Supervisor	0.80	53,000	53,000
0	0	0	0.0	500022	Human Resources Specialist	0.00	0	0
59,355	64,013	67,402	67,319	500028	City Recorder	0.94	65,108	65,108
23,279	22,388	23,973	17,170	500053	Accounting Clerk 3	0.50	23,450	23,450
0	0	44,146	67,845	500082	City Planner/Attorney	0.75	77,600	77,600
20,351	19,096	21,684	19,750	500084	Assistant Planner	0.40	22,000	22,000
4,944	149	2,500	500	501500	Overtime	0.00	1,500	1,500
22,649	19,393	20,424	24,245	504700	Social Security	0.00	30,000	30,000
62,105	56,764	79,217	73,591	504800	Health Insurance	0.00	120,012	120,012
876	751	2,000	1,120	504900	Workers' Comp	0.00	1,500	1,500
30,340	32,451	101,916	113,675	505000	Retirement	0.00	60,154	60,154
2,304	3,600	3,600	3,600	505100	Auto Allowance	0.00	3,600	3,600
414,002	360,935	519,787	549,391		Personnel Services	5.08	630,209	630,209
4,729	4,630	5,000	5,000	600100	Office Supplies	0.00	5,000	5,000
6,734	5,963	7,000	6,120	600210	Electricity	0.00	6,500	6,500
2,579	1,957	2,575	2,156	600220	Communication Services	0.00	2,500	2,500
157	8,659	5,000	3,900	600230	Advertising & Notices	0.00	5,500	5,500
599	371	650	350	600240	Natural Gas	0.00	500	500
124	1,226	1,000	500	600300	Equipment Maint & Repair	0.00	1,000	1,000
6,255	5,656	9,000	3,350	600600	Travel & Training	0.00	4,500	4,500
2,072	2,352	3,000	3,000	600700	Membership & Subscription	0.00	3,000	3,000
6,993	7,487	5,000	4,000	607500	Special Purchases	0.00	4,000	4,000
933	914	3,000	3,000	608000	Supplies	0.00	3,000	3,000
182,554	161,687	150,000	130,000	608100	Contract & Other Services	0.00	90,000	90,000
213,730	200,901	191,225	161,376		Materials & Services	0.00	125,500	125,500
0	0	12,000	12,000	620500	Equipment	0.00	30,000	0
0	0	12,000	12,000		Capital Outlay	0.00	30,000	0
0	40,000	0	0	631970	Transfer to CC Strat Reserve	0.00	0	0
0	40,000	0	0		Transfers	0.00	0	0
627,732	601,836	723,012	722,767		ADMINISTRATION TOTAL	5.08	785,709	755,709

Capital Expenditure Detail

Department:	Administration
Purchase item:	Addition of Security Cameras
Cost of item:	\$30,000
Budget line item:	001-100-620500
Replacement:	N/A
Ongoing Impact:	Yearly maintenance fees

Explanation of need for purchase:

The City needs to expand the Security Camera network to include more cameras at the Library, around the Skate park including the treatment plants and other facilities.

Staff has identified cameras that maintain the recordings and can be accessed from the Cloud. Different cameras have different sized storage for number of days of recordings.

The City Council has set aside a total of \$30,000 for the purchase of these cameras. \$5,000 from American Rescue Plan Act fund and \$25,000 from the sale of assets.

Police Department



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

2021-2022 accomplishments

- Hired Community Service Officer
- Hired School Resource Officer
- Hired additional dispatcher
- Sent dispatchers to Field Training Officer School
- Sent Officer to Tac-Med train trainer school
- Accreditation for Law Enforcement and Telecommunications from Oregon Accreditation Alliance
- Developed a mutual radio backup system with Lincoln City Police Department

2022-2023 Goals

- Obtain grants and funding for new police department
- Obtain contracts for Code Enforcement for other jurisdictions
- Develop procedure manual and publish policy manual online
- Prepare for Computer Aided Dispatch (CAD)/ Report Management System (RMS) interoperability

Department Narrative

The Toledo Police Department faced some major challenges this last fiscal year. The Police Department lost one employee to another department and two dispatchers decided to pursue other careers. One Community Service Officer (CSO), two officers, and two dispatchers were hired. COVID-19 delayed the graduation of our newest recruit and took out half our department in the police and telecommunications division. Three officers and three dispatchers had the grit and determination to provide 24 hour service for two weeks. One of the newest additions is the Community Services Officer, which offers a unique opportunity to provide code enforcement services to our surrounding communities.

The Toledo Police Department is staffed by outstanding employees who are not afraid of the challenges that we face. They are a great example of the hardworking citizens of this community.



2021-2022 Highlights

1,732 hours
training completed

3,362
traffic stops completed

2,519
traffic warnings issued

3 of 4 traffic stops
received warnings

58
Driving while Under the
Influence of Intoxicants
(DUI) arrests made

1,153.04 grams
of drugs confiscated
872.63 g Meth
224.59 g MJ
55.82 g Heroin
219 Fentanyl Pills Seized
(976 Fentanyl Pills seized
in 2022 so far)

2019-2020	2020-2021	2021-2022	2021-2022	Account		2022-2023	2022-2023	2022-2023	
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved	Adopted
					GENERAL FUND				
					Expenditures				
					001-400 Police				
84,089	88,802	91,641	103,528	500012	Police Chief	1.00	106,594	106,594	106,594
74,361	78,500	80,527	93,412	500022	Police Sergeant	1.00	90,679	90,679	90,679
249,157	265,661	304,775	321,461	500036	Police Officer	5.00	312,600	312,600	312,600
61,952	65,677	65,784	69,446	500040	Head Dispatcher	1.00	72,000	72,000	72,000
230,132	245,191	276,245	262,500	500056	Dispatcher	6.00	293,000	293,000	293,000
0	0	45,386	26,949	500058	Community Services Officer	1.00	40,000	40,000	40,000
102,495	128,737	103,000	147,576	501500	Overtime	0.00	110,000	110,000	110,000
7,016	9,019	12,000	12,000	501600	Grant Overtime	0.00	12,000	12,000	12,000
61,997	67,762	63,207	82,582	504700	Social Security	0.00	67,500	67,500	67,500
227,034	228,471	284,629	262,938	504800	Health Insurance	0.00	292,607	292,607	292,607
26,707	29,549	34,564	35,559	504850	Personal Holiday	0.00	40,000	40,000	40,000
12,341	16,834	24,515	20,047	504900	Workers' Comp	0.00	25,000	25,000	25,000
123,826	140,417	162,347	175,000	505000	Retirement	0.00	171,617	171,617	171,617
1,261,109	1,364,620	1,548,620	1,612,998		Personnel Services	15.00	1,633,597	1,633,597	1,633,597
5,538	5,377	5,000	5,000	600100	Office Supplies	0.00	5,000	5,000	5,000
11,976	9,289	12,000	9,145	600210	Electricity	0.00	10,000	10,000	10,000
58,025	49,888	50,000	44,615	600220	Communication Services	0.00	52,500	52,500	52,500
633	283	600	566	600240	Natural Gas	0.00	600	600	600
3,821	3,864	4,000	3,000	600300	Equipment Maint & Repair	0.00	4,000	4,000	4,000
8,826	21,858	10,000	11,531	600350	Vehicle Maint & Repair	0.00	11,000	11,000	11,000
9,996	8,495	12,000	10,233	600600	Travel & Training	0.00	12,000	12,000	12,000
2,344	3,222	2,750	2,642	600700	Membership & Subscriptions	0.00	2,700	2,700	2,700
19,703	20,727	17,000	21,819	601500	Gas, Oil & Tires	0.00	21,000	23,000	23,000
473	431	800	1,510	606500	Youth Program Support	0.00	0	0	0
0	0	0	0	606600	Community Programs	0.00	1,000	1,000	1,000
26,000	35,761	0	0	607000	Abatement Program	0.00	0	0	0
12,139	11,427	20,000	20,000	607500	Special Purchases	0.00	15,000	15,000	15,000
13,894	13,312	13,000	20,758	608000	Supplies	0.00	15,000	15,000	15,000
32,517	20,650	25,000	30,997	608100	Contract & Other Services	0.00	25,000	25,000	25,000
205,886	204,584	172,150	181,816		Materials & Services	0.00	174,800	176,800	176,800
				620500	Equipment	0.00	27,000	27,000	27,000
14,528	0	0	0	620520	Systems	0.00	0	0	0
14,528	0	0	0		Capital Outlay	0.00	27,000	27,000	27,000
20,000	48,500	48,500	48,500	631600	Transfer to General Reserve	0.00	48,500	46,500	46,500
20,000	20,000	20,000	20,000	631960	Trans to Bldg & Property Res	0.00	20,000	20,000	20,000
40,000	68,500	68,500	68,500		Transfers	0.00	68,500	66,500	66,500
1,521,523	1,637,704	1,789,270	1,863,314		POLICE TOTAL	15.00	1,903,897	1,903,897	1,903,897

2019-2020	2019-2020	2020-2021	2021-2022	2021-2022	Account		2022-2023	2022-2023	2022-2023
Actuals	Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved
									Adopted
						911 SYSTEM			
					034-000	Revenue			
68,600	68,600	61,080	54,485	46,963	400100	Beginning Fund Balance	0	60,287	60,287
1,536	1,536	485	500	312	400400	Interest	0	400	400
17,629	17,629	24,563	20,000	31,404	402550	911 Excise Tax	0	31,000	31,000
0	0	0	0	0	402700	Refunds & Misc	0	0	0
87,765	87,765	86,128	74,985	78,679		Revenue Total	0	91,687	91,687
					034-340	Expenditures			
11,983	11,983	15,013	20,000	1,812	608100	Contract & Other Services	0	25,000	25,000
11,983	11,983	15,013	20,000	1,812		Materials & Services	0	25,000	25,000
14,703	14,703	24,152	54,985	16,580	620500	Equipment	0	66,687	66,687
14,703	14,703	24,152	54,985	16,580		Capital Outlay	0	66,687	66,687
87,765	87,765	86,128	74,985	78,679		FUND REVENUE	0	91,687	91,687
26,685	26,685	39,165	74,985	18,392		FUND EXPENDITURES	0	91,687	91,687
61,080	61,080	46,963	0	60,287		FUND TOTAL	0	0	0

Capital Expenditure Detail

Department:	Toledo Police Department
Purchase item:	Six (6) Spacesaver FreeStyle Patrol Lockers
Cost of item:	\$27,000 (estimated cost)
Budget line item:	Equipment 001-400-620520 (American Rescue Plan Act funds)
Replacement:	Old Gym Lockers
Ongoing Impact(s):	Reduce Cost of Pending New Police Building

Explanation of need for purchase:

The current lockers patrol officers use do not meet their needs. The current lockers can best be described as “old tall gym lockers”. They are too narrow and shallow to effectively hold anything other than small items and uniforms. The new lockers will have:

- Locker dimensions overall @ 24” W x 84” H x 24”D.
- Base boot drawer with body armor drying rack.
- 6” internal storage drawer **with key locks.**
- Upper shelf with clothes hanger underneath
- Gun mount for 1 rifle (the duty bag could be placed on the shelf to the left of the rifle)
- 1 hook on inside of door for utility belt
- Sloped tops
- Hasp locks
- Power for each locker so that officers can securely charge their items.

The new lockers would be able to be relocated to the new Police Department when the time comes.

Capital Expenditure Detail

Department:	Building & Property Reserve - Police
Purchase item:	Repair/Maintenance to the Exterior of the new Public Safety Building
Cost of item:	\$200,000
Budget line item:	035-350-621400
Replacement:	
Ongoing Impact:	Ongoing general maintenance and upkeep

Explanation of need for purchase:

The maintenance on the exterior of the new Public Safety Building has been minimal since purchase and probably prior to that by the previous owners. At this time the extent of the repairs needed have been identified. Staff has been actively trying to find contractors to give the City estimates on the needed repairs/replacement.

The City applied for a seismic upgrade grant and have put off the work on the exterior of the building because the seismic work calls for a band around the outside of the building. It does not make sense to do new roof and siding and then have to remove parts for the upgrade. Once the seismic upgrade is in place the roof and siding will be replaced.

Costs for the elevator permit are ongoing. It seems prudent to allocate resources to be ready to complete this work as necessary.

Capital Expenditure Detail

Department:	Toledo Police Department
Purchase item:	New Patrol Car
Cost of item:	2022 Dodge Durango - \$59,000 (estimated cost)
Budget line item:	Vehicle Replacement Plan (036-360-62800)
Replacement:	E245525 2009 Dodge Charger
Ongoing Impact(s):	Planned vehicle replacement for next vehicle is 2023-24

Explanation of need for purchase:

The need for this replacement vehicle became urgent with the destruction of two unmarked patrol cars on April 28, 2022.

The purchase of the 2021 Dodge Durango is part of the vehicle replacement plan. In accordance to the plan, \$125,000 has been set aside for the replacement of vehicles for the Police Department's (TPD) fleet. The TPD vehicle replacement plan was created to ensure continuous public safety coverage for the community. Money is set aside every year in an attempt to be fiscally responsible by replacing aging vehicles before they become a financial liability through continuous maintenance costs. The purchase of the 2022 Dodge Durango will greatly reduce the amount of vehicle maintenance costs that have incurred this year.

Fire Department



The Toledo Fire department is a combination department, which is comprised of four paid staff and approximately 35 volunteers. The department services the city and the surrounding rural district of 52 square miles, (East Lincoln County Fire and Rescue). This is a 55 square mile response area. It is the second largest area in Lincoln county behind North Lincoln Fire (Lincoln City).

2021-2022 accomplishments

The Department was able to respond to every call; not call for service went unattended. The department continued its smoke alarm install and paired up with the Red Cross for installation and awareness. We migrated over to a state sponsored data tracking program, Elite. This a user friendly program for us that is cloud based and links constantly with the state for required reporting. Elite will track nearly everything under the roof of the fire station, and it is free.

2022-2023 Goals

- Complete unfinished 2021-2022 Goals; vehicle purchase, training prop and building addition.
- Continue and increase the Knox box program with more residential applications.
- Planning partnership with the Scouts of America to have a fire station based Scout group, with the hope it evolves into a recruitment tool.

Department Narrative

Continue to move forward with the new Confined Space Training Prop. This sounds specific to just confined space training use but the space will be used for Firefighter One and Two classes as well. As a large part of the County's Rope rescue team, this prop falls perfectly into that training. To be a confined space rescuer they must first be rope trained.



2021-2022 Highlights

1012

Calls for service

3,662 people

Responded to all of those calls

We said farewell to
Dave Inman for his retirement
and welcomed Daniel Morford
into the maintenance position

Training Programs included:
Firefighter one and Two
Wildland Firefighter One
Wildland Firefighter Two
Fire Officer One
Instructor One
Apparatus Operator
Rope Technician
CPR instructor

2019-2020	2020-2021	2021-2022	2021-2022	Account		2022-2023	2022-2023	2022-2023
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved
					GENERAL FUND			
					Expenditures			
					001-500 Fire			
87,400	69,125	86,013	94,154	500014	Fire Chief	1.00	105,358	105,358
65,363	60,307	62,616	26,270	500032	Asst Fire Chief	0.00	0	0
65,705	98,973	104,306	136,124	500034	Line Staff	3.00	168,110	168,110
1,036	2,404	15,000	0	500088	Wildland Firefighter	1.00	15,000	15,000
4,328	11,654	8,000	17,236	501400	Call Time	0.00	15,000	15,000
14,672	40,204	30,000	44,000	501500	Overtime	0.00	35,000	35,000
-	116	2,500	0	501501	Overtime Wildland Firefighters	0.00	2,500	2,500
18,218	21,603	22,000	24,497	504700	Social Security	0.00	25,000	25,000
55,134	65,404	65,688	62,060	504800	Health Insurance	0.00	65,000	65,000
3,661	4,540	4,500	6,200	504850	Personal Holiday	0.00	9,262	9,262
18,706	22,284	26,000	33,560	504900	Workers' Comp	0.00	34,000	34,000
37,553	50,237	53,238	56,960	505000	Retirement	0.00	57,000	57,000
371,776	446,851	479,861	501,061		Personnel Services	5.00	531,230	531,230
2,623	2,375	1,800	1,800	600100	Office Supplies	0.00	2,000	2,000
7,181	6,831	8,240	7,055	600210	Electricity	0.00	8,240	8,240
2,215	2,446	2,825	2,000	600220	Communication Services	0.00	2,500	2,500
3,619	3,621	4,244	3,900	600240	Natural Gas	0.00	4,500	4,500
6,808	12,548	10,000	15,000	600300	Equipment Maint & Repair	0.00	13,000	13,000
14,872	26,765	16,700	34,456	600350	Vehicle Maint & Repair	0.00	30,000	30,000
18,471	14,502	14,000	14,000	600600	Travel & Training	0.00	14,000	14,000
1,080	389	1,200	200	600700	Membership & Subscription	0.00	1,200	1,200
12,178	10,950	16,000	15,000	601500	Gas, Oil & Tires	0.00	18,000	20,000
7,513	15,934	9,500	1,500	607500	Special Purchases	0.00	9,500	9,500
27,125	32,041	32,000	53,000	608000	Supplies	0.00	40,000	40,000
18,239	7,513	16,000	10,000	608100	Contract & Other Services	0.00	16,000	16,000
42,000	45,000	48,000	48,000	608150	Volunteer Program	0.00	50,000	53,000
163,924	180,916	180,509	205,911		Materials & Services	0.00	208,940	213,940
11,541	0	0	0	620500	Equipment	0.00	0	0
11,541	0	0	0		Capital Outlay	0.00	0	0
95,000	95,000	115,000	115,000	631600	Transfer to General Reserve	0.00	115,000	110,000
-	15,000	15,000	15,000	631960	Trans to Bldg & Property Res	0.00	15,000	15,000
95,000	110,000	130,000	130,000		Transfers	0.00	130,000	125,000
642,241	737,767	790,370	836,972		FIRE TOTAL	5.00	870,170	870,170

Capital Expenditure Detail

Department: Fire

Purchase item: Two (2) Rapid Intervention Team bags

Cost of item: \$28,000

Budget line item: 036-360-621800

Replacement: Yes

Ongoing Impact:

Explanation of need for purchase:

The Fire Department needs to replace some expired Rapid Intervention Team (RIT) bags with two new kits that are compatible with the current breathing apparatus. This purchase will ensure the City continues to comply with National Fire Protection Agency standards for RIT operations.

When the department's new breathing apparatus was purchased, the existing RIT bags were not replaced. There are expired bottles that cannot be refilled once used and the old masks will not plug in/connect to current face pieces. The current expired and non-compatible kits are a safety risk for the department's staff and volunteers.

RIT bags contain a breathing air bottle; with 21% ambient air and an air hose attached to regulator on the bottle. The regulator has hoses, one connects to a face mask and another hose to a Universal Air Connection (UAC).

The UAC connection will plug directly into any breathing apparatus in service today, including one belonging to a mutual aid partner. Once the UAC connects it will fill an empty bottle.

Although the kit is primarily used for staff/volunteers' own rescue, the mask can be used on anyone needing breathable air.

Capital Expenditure Detail

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

Explanation of need for purchase:

This project is waiting for the availability of new vehicles and will need to carry over into the Fiscal Year 2022-2023 for appropriate replacement.

The Department wants to replace the current command vehicle, a 2012, Ford Expedition, while it still has some life left in it. As of April 1, 2022 command vehicle #4142 has 74,000 miles on it.

The intent is to move it down to replace vehicle 4144, a Chevy car that is very tired and used as a troop transport and going to out of town trainings/events.

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

Capital Expenditure Detail

Department: Fire

Purchase item: Structure Engine

Cost of item: \$140,000

Budget line item: 036-360-621800

Replacement: Yes

Ongoing Impact:

Explanation of need for purchase:

The Departments requests \$140,000 from the Apparatus Replacement Fund to replace a 1986 Pierce Type 1 Structure Engine, which currently has 49,191 road miles, 6059.8 engine hours and 695.8 pump hours. The City received the apparatus from the Navy in 2005 and has served the City very well. The 1986 Pierce serves as a “Second out” and/or a Mutual Aid engine and is used to train drivers because of its size.

The average life of an apparatus such as this is 30 years. It has become an issue to maintain the technology and general mechanics of the vehicle, which is ready for retirement/replacement. The department needs to consider safety of the occupants and stay up-to-date with technology in all aspects of the vehicle and a newer engine would be more current with safety and technology; rather that it be in the ability to plug in for maintenance and troubleshooting or pumping and water delivery.



Capital Expenditure Detail

Department: Fire

Purchase item: Training Prop Materials

Cost of item: \$12,000

Budget line item: 035-350-621500

Replacement: No

Ongoing Impact:

Explanation of need for purchase:

This is from Fiscal Year 2021-2022 budget and did not get completed. The department will carry it over to Fiscal Year 2022-2023 for completion.

The department would purchase materials to build a Confined Space Rescue training prop on the property at the Fire Dept. This project will be built with in-kind work from Public Works and volunteers. The prop would consist of an in ground structure much like a manhole or utility vault, approximately 14' vertical shaft with a 6' foot vault below and an 8 – 10' horizontal exit/entrance. For safety purposes, the top entrance will have a steel manhole lid and the bottom horizontal exit/entrance will have a locking grate.

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

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

The Toledo Fire Department is developing a training program for Confined Space Rescue so it is prepared when such a rescue is needed. Many of the department's members are Rope Rescue Technicians, which is a prerequisite for Confined Space Rescue.

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

Capital Expenditure Detail

Department:	Building & Property Reserve – Fire Department
Purchase item:	Storage Addition
Budgeted Funds:	\$40,000
Budget line item:	035-350-621500
Replacement:	No
Ongoing Impact:	General long-term maintenance and upkeep will continue to be necessary as assets age

Explanation of need for purchase:

This project will carry over into Fiscal Year 2022-2023 budget for completion.

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.

2019-2020	2020-2021	2021-2022	2021-2022	Account		2022-2023	2022-2023	2022-2023	
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved	Adopted
GENERAL FUND									
Expenditures									
001-650 Property Maintenance									
1,425	6,140	8,782	9,237	500016	Public Works Director	0.10	9,608	9,608	9,608
5,797	4,770	6,150	6,199	500026	Public Works Op Supervisor	0.10	6,672	6,672	6,672
6,222	6,398	7,110	6,552	500030	Lead/Senior Facility Operator	0.10	6,735	6,735	6,735
30,258	42,077	43,500	44,655	500057	Muni/Grounds Maint Worker	1.00	47,024	47,024	47,024
32,008	23,920	25,688	24,147	500067	PT Muni/Grounds Maint Worker	0.50	24,660	24,660	24,660
24,408	28,223	32,000	33,915	500068	Custodian	1.00	36,148	36,148	36,148
681	76	1,000	525	501500	Overtime	0.00	1,000	1,000	1,000
7,500	8,326	8,974	9,373	504700	Social Security	0.00	9,970	9,970	9,970
24,871	24,445	25,000	24,405	504800	Health Insurance	0.00	26,864	26,864	26,864
1,157	2,148	3,900	1,914	504900	Worker's Comp	0.00	2,500	2,500	2,500
9,556	14,441	16,000	18,720	505000	Retirement	0.00	19,387	19,387	19,387
143,883	160,963	178,104	179,642		Personnel Services	2.80	190,568	190,568	190,568
116	103	650	115	600100	Office Supplies	0.00	650	650	650
3,262	1,644	4,000	1,858	600210	Electricity	0.00	2,500	2,500	2,500
2,762	968	1,500	1,081	600220	Communication Services	0.00	1,500	1,500	1,500
7,153	5,677	8,000	5,000	600300	Equipment Maint & Repair	0.00	2,000	2,000	2,000
177	472	2,000	500	600350	Vehicle Maint & Repair	0.00	1,000	1,000	1,000
29,495	26,475	40,000	20,000	600400	Facility Needs	0.00	30,000	30,000	30,000
705	0	400	0	600600	Travel & Training	0.00	400	400	400
500	0	200	0	600700	Memberships & Subscriptions	0.00	200	200	200
5,716	5,902	6,000	10,272	601500	Gas, Oil & Tires	0.00	10,000	11,000	11,000
16,024	12,690	15,000	2,000	607500	Special Purchases	0.00	8,000	8,000	8,000
11,326	8,613	15,000	6,289	608000	Supplies	0.00	9,000	9,000	9,000
4,906	3,709	6,000	4,339	608050	Janitorial Supplies	0.00	5,000	5,000	5,000
13,561	10,184	10,000	19,017	608100	Contract & Other Services	0.00	20,000	20,000	20,000
95,703	76,438	108,750	70,471		Materials & Services	0.00	90,250	91,250	91,250
0	0	25,000	0	620520	Systems	0.00	0	0	0
0	0	25,000	0		Capital Outlay	0.00	0	0	0
22,500	22,500	22,500	22,500	631600	Transfer to General Reserve	0.00	22,500	21,500	21,500
22,500	22,500	22,500	22,500	631960	Trans to Bldg & Property Res	0.00	22,500	22,500	22,500
45,000	45,000	45,000	45,000		Transfers	0.00	45,000	44,000	44,000
284,586	282,401	356,854	295,113		PROPERTY MAINTENANCE TOTAL	2.80	325,818	325,818	325,818

2019-2020	2020-2021	2021-2022	2021-2022	Account		2022-2023	2022-2023	2022-2023
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved
								Adopted
BUILDING & PROPERTY RESERVE								
035-000 Revenue								
568,996	635,260	638,075	596,739	400100	Beginning Fund Balance	0	632,547	632,547
12,741	5,046	5,300	3,685	400400	Interest	0	4,000	4,000
0	22,500	0	0	400650	Trans from Property Maint Fund	0	0	0
62,500	60,000	82,500	82,500	401000	Transfer from General	0	232,500	232,500
0	0	0	0	401290	Transfer from General Reserve	0	0	0
				405385	Transfer from Grants Fund		75,000	75,000
0	750	0	0	402700	Refunds & Misc	0	0	0
0	0	75,000	0	405250	Grants	0	75,000	75,000
0	0	0	0	405475	Sale of Property	0	0	0
644,237	723,556	800,875	682,924		Revenue Total	0	1,019,047	1,019,047
035-350 Expenditures								
232	20,630	46,712	0	621000	City Hall	0	39,967	39,967
7,063	4,827	98,895	0	621400	Police Department	0	208,825	208,825
0	31,886	62,280	0	621500	Fire Department	0	56,891	56,891
488	14,799	145,000	20,000	621660	Parks	0	226,661	226,661
1,195	54,674	85,366	27,848	621700	Library	0	76,610	76,610
0	0	0	0	621800	Public Spaces	0	0	0
0	0	362,622	2,529	621900	Other Buldings & Properties	0	360,093	360,093
0	0	0	0	629600	Legal Settlement	0	50,000	50,000
8,977	126,817	800,875	50,377		Capital Outlay	0	1,019,047	1,019,047
644,237	723,556	800,875	682,924		FUND REVENUES	0	1,019,047	1,019,047
8,977	126,817	800,875	50,377		FUND EXPENDITURES	0	1,019,047	1,019,047
635,260	596,739	0	632,547		FUND TOTAL	0	0	0

Capital Expenditure Detail

Department:	Building & Property Reserve
Purchase item:	Renovation of Arcadia Park
Cost of item:	\$90,000
Budget line item:	035-350-621660 (American Rescue Plan Act \$25,000)
Replacement:	Will replace existing fence, lighting and tennis court surfaces
Ongoing Impact:	Will improve and provide additional recreational opportunities for the citizens of Toledo

Explanation of need for purchase:

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

The Public Works will remove the existing fence and install a new fence. The tennis court surface will be completely replaced and striped for tennis, Pickle ball and other sports as possible. Solar lighting with timers will be installed to provide more hours of use but limit the effect on neighboring homes.

This project will only move forward if the grant is secured. A new restroom is planned with upgrades for ADA accessibility.

The grant was denied for 2020-2021 however, it will be resubmitted for 2022-2023 in hopes of a successful award. The improvements to Arcadia Park ensure the City of Toledo's mission to provide efficient and necessary public services that protect and enhance the quality of life in Toledo.

Capital Expenditure Detail

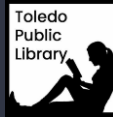
Department:	Building & Property Reserve
Purchase item:	Restrooms for Arcadia Park
Cost of item:	\$50,000 American Rescue Plan Act Funds
Budget line item:	035-350-621660
Replacement:	No
Ongoing Impact:	Will improve and provide additional recreational opportunities for the citizens of Toledo

Explanation of need for purchase:

Arcadia Park is used very frequently by people of all ages. Public restrooms would be an added benefit for all and would serve the skate park as well.

The restrooms will be constructed to allow for pressure washing if needed for cleaning. They will be equipped with programmable locks to limit access during nighttime hours for security.

Library Department



The mission of the Toledo Public Library is to provide high quality library service and maintain an organized collection of resources that meet the recreational, educational, and informational needs of the community. The Library prides itself as an essential resource that helps to insure equal access to information that results in a free, democratic, literate society.

2021-2022 accomplishments

The library offers several specialized databases:

- Answerland
- Gale Online Resources
- Library 2 Go
- Mango Languages
- Learning Express Library
- Heritage Quest Online

With the assistance of the Public Works crew, the Library installed ADA accessible doors. Storytime continued through the pandemic sometimes held virtually or outdoors.

- 3,786 Circulation Library-to-Go
- 1,804 Items lent within Lincoln County
- 264 Volunteer Service Hours (w/pandemic restrictions)
- 1,820 Wi-Fi Sessions

2022-2023 Goals

The change in the Lincoln County Foundation funding formula will increase the amount provided to the library to serve County residents from \$70,000 to \$92,976.

Department Narrative

- Partner with the School District and others to promote learning and literacy
- Discover/access a Spanish Language Translator/Instructor
- Address issues of Equity, Diversity, Inclusion and Antiracism with the goal of creating a better workplace and better world



2021-2022 Highlights

46,592
Circulated Physical items

3,990
Circulated Digital and
Audio/Visual items

1,346
Inter-Library loans
(outside Lincoln County)

Purchased
10
Portable wi-fi hotspots

1,066
In-house computer sessions

2019-2020 Actuals	2020-2021 Actuals	2021-2022 Adopted	2021-2022 Est Actuals	Account Number	Description	2022-2023 FTE	2022-2023 Proposed	2022-2023 Approved	2022-2023 Adopted
GENERAL FUND									
Expenditures									
001-700 Library									
59,454	80,781	83,000	87,475	500042	Library Director	1.00	87,630	87,630	87,630
40,368	51,700	52,000	59,353	500064	Library Assistant Director	1.00	59,700	59,700	59,700
37,270	37,130	40,000	42,910	500072	Library Tech Services Op	1.00	36,300	36,300	36,300
11,858	13,274	15,000	14,388	500076	Library Clerk	0.50	16,229	16,229	16,229
11,324	13,918	14,000	15,516	504700	Social Security	0.00	14,000	14,000	14,000
51,278	53,034	54,000	57,040	504800	Health Insurance	0.00	57,000	57,000	57,000
286	237	500	350	504900	Workers' Comp	0.00	500	500	500
21,250	25,739	29,000	33,000	505000	Retirement	0.00	32,307	32,307	32,307
233,089	275,814	287,500	310,032		Personnel Services	3.50	303,666	303,666	303,666
4,763	3,835	5,000	3,700	600100	Office Supplies	0.00	4,000	4,000	4,000
1,194	1,194	2,500	1,200	600150	Data Processing Support	0.00	2,500	2,500	2,500
10,908	6,934	4,500	7,000	600210	Electricity	0.00	7,000	7,000	7,000
1,553	1,159	1,550	1,300	600220	Communication Services	0.00	1,300	1,300	1,300
0	0	4,200	1,500	600240	Natural Gas	0.00	2,000	2,000	2,000
1,158	0	2,000	100	600300	Equipment Maint & Repair	0.00	750	750	750
116	365	1,000	1,000	600600	Travel & Training	0.00	500	500	500
374	274	515	225	600700	Membership & Subscription	0.00	300	300	300
6,558	5,957	8,200	6,800	603000	Network Services	0.00	6,800	6,800	6,800
25,540	29,075	27,000	27,000	603500	Books & Materials	0.00	28,000	28,000	28,000
4,121	3,249	4,500	4,906	606500	Youth Program Support	0.00	5,000	5,000	5,000
26	346	1,000	938	606550	Adult Program Support	0.00	1,000	1,000	1,000
2,475	572	2,500	2,500	607500	Special Purchases	0.00	2,500	2,500	2,500
1,336	1,757	2,000	1,950	608000	Supplies	0.00	2,000	2,000	2,000
2,630	2,335	2,500	2,984	608100	Contract & Other Services	0.00	6,000	6,000	6,000
62,751	57,052	68,965	63,103		Materials & Services	0.00	69,650	69,650	69,650
0	0	0	0	620500	Equipment	0.00	0	0	0
0	0	0	0		Capital Outlay	0.00	0	0	0
0	10,000	10,000	10,000	631600	Trans to General Reserve	0.00	10,000	10,000	10,000
20,000	25,000	25,000	25,000	631960	Trans to Bldg & Property Res	0.00	25,000	25,000	25,000
20,000	35,000	35,000	35,000		Transfers	0.00	35,000	35,000	35,000
315,840	367,866	391,465	408,135		LIBRARY TOTAL	3.50	408,316	408,316	408,316

2019-2020	2020-2021	2021-2022	2021-2022	Account			2022-2023	2022-2023	2022-2023
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved	Adopted
LIBRARY RESERVE FUND									
045-000 Revenue									
11,150	20,186	27,139	33,696	400100	Beginning Fund Balance	0	43,605	43,605	43,605
253	160	250	109	400400	Interest	0	150	150	150
0	0	0	0	402700	Refunds & Misc	0	0	0	0
12,142	34,058	25,000	11,000	404900	Gifts, Grants & Bequests	0	25,000	25,000	25,000
23,545	54,404	52,389	44,805		Revenue Total	0	68,755	68,755	68,755
045-450 Expenditures									
3,359	11,512	27,675	1,200	603500	Books & Materials	0	32,447	32,447	32,447
0	9,197	24,714	0	620500	Equipment	0	36,308	36,308	36,308
3,359	20,709	52,389	1,200		Materials & Services	0	68,755	68,755	68,755
23,545	54,404	52,389	44,805		FUND REVENUE	0	68,755	68,755	68,755
3,359	20,709	52,389	1,200		FUND EXPENDITURES	0	68,755	68,755	68,755
20,186	33,696	0	43,605		FUND TOTAL	0	0	0	0

Municipal Court Department



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

2021-2022 accomplishments

- Secured a contract with a new Municipal Court Judge.
- Began the process to utilize the citation import module of Incode software.
- Hired and trained a new court clerk who has become a member of the Oregon Association for Court Administration (OACA) and attended the annual OACA Conference.
- Attended virtual trainings to improve knowledge of Incode court software.

2022-2023 Goals

- Continue to improve efficiencies, to develop procedures, and forms to streamline processes.
- Municipal Court Judge continue to monitor Municipal Court Judge listserv, and City Attorney to monitor City Attorney listserv to ensure consistency with other municipalities, and explore trends to benefit court and the community served.
- Continue to create and modify ordinances for municipal court to continue to hear cases involving the City's ordinances.
- Work with City Council to get direction on collection of unpaid fines

Department Narrative

The Municipal Court functions to provide the judicial branch of City government. The Court's mission is to support the quality of life of the citizens of the City of Toledo by promoting public safety, traffic safety, and respect for the administration of justice by applying sanctions for violations of the Motor Vehicle traffic offenses and civil infractions of municipal ordinances. The mission also includes efficient and equal justice for all persons, as well as the protection of citizens' individual and property rights as outlined in the City Charter, Chapter V Powers and Duties of Officers, Section 21 Municipal Court.

The Oregon Legislature sets maximum and minimum fines for all traffic tickets. Toledo Municipal Court has collected \$69,950 in fines revenue from July 2021 to present.



2021-2022 Highlights

Toledo Municipal Court Judge Arnold Poole is one of ninety municipal court judges currently listed on the Oregon State Courts website.

\$69,950
in Court revenue
collected year-to-date

As of Jan 11, 2021, in the aggregate, municipal courts comprise a substantial percentage of U.S. judicial operations. There are 7,500 such courts in 30 states scattered across the country, they adjudicate over 3.5 million cases every year, and they collect over \$2 billion dollars a year for local jurisdictions. Municipal courts have what is known as concurrent jurisdictions over violations and (most) misdemeanors that happen within their city limits. The circuit court for the county in which the city is located, as well as any justice courts established in the county, have jurisdiction over the same set of violations and misdemeanors. The city may decide to limit the jurisdiction to certain subjects, but all municipal courts must hear traffic cases filed in the court.

2019-2020	2020-2021	2021-2022	2021-2022	Account		2022-2023	2022-2023	2022-2023
Actual	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved
								Adopted
					GENERAL FUND			
					Expenditures			
				001-800	Municipal Court			
13,967	13,432	15,000	11,000	500053	Accounting Clerk 3	0.00	0	0
0	0	0	0	500066	Utility Billing Clerk	0.20	9,260	9,260
10	0	500	0	501500	Overtime	0.00	500	500
1,035	1,006	1,200	1,135	504700	Social Security	0.00	750	750
2,507	2,583	2,640	1,850	504800	Health Insurance	0.00	5,255	5,255
6	56	200	75	504900	Workers' Comp	0.00	140	140
1,739	1,671	2,100	1,800	505000	Retirement	0.00	1,320	1,320
19,264	18,748	21,640	15,860		Personnel Services	0.20	17,225	17,225
271	354	600	600	600100	Office Supplies	0.00	700	700
695	0	1,800	1,050	600600	Travel & Training	0.00	1,800	1,800
47	150	250	200	600700	Membership & Subscription	0.00	250	250
10,626	19,139	12,000	12,000	608100	Contract & Other Services	0.00	13,000	13,000
11,640	19,643	14,650	13,850		Materials & Services	0.00	15,750	15,750
21,893	0	0	0	620500	Equipment	0.00	0	0
21,893	0	0	0		Capital Outlay	0.00	0	0
52,796	38,391	36,290	29,710		MUNICIPAL COURT TOTAL	0.20	32,975	32,975

General Services - IT Department



The General Services Department manages several different expenditures including but not limited to Planning Commission, Safety Committee etc. As is Information Technology (IT) services, these are shared services between multiple departments.

2021-2022 accomplishments

- Replaced two older switches
- Added video conference equipment to the Council Chambers
- Replaced Old cameras and old video storage server
- City-wide PC upgrade
- Replaced Firewall
- Setup new Public Safety Building internet and Virtual Private Network access
- Security awareness program for the City of Toledo
- Email server cleaned up and upgraded

2022-2023 Goals

- Add cameras to the Wastewater Treatment Plant, Water Treatment Plant, Fire Department and the Library
- Improve local and offsite backups
- Fiber connections for City Shop and new Public Safety Building
- Email upgrades
- Replace two (2) additional older switches
- Replace Unifi Video server

Department Narrative

Supporting and maintaining the computer system of the city is challenging especially with the 24/7 operations of the police and fire departments. The focus of the coming year will be to map the existing systems and for the growing IT needs of the City of Toledo.



2021-2022 Highlights

Supports

43

users

60

Computers

9

Physical servers

16

Virtual servers

2019-2020	2020-2021	2021-2022	2021-2022	Account		2022-2023	2022-2023	2022-2023
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved
					GENERAL FUND	Adopted		
					Expenditures			
					001-900 General Services			
31,450	32,453	55,400	52,983	500024	Information Systems Admin	0.50	39,903	39,903
2,393	2,456	4,000	4,034	504700	Social Security	0.00	3,117	3,117
6,515	6,712	6,800	6,785	504800	Health Insurance	0.00	5,080	5,080
25	134	400	46	504900	Workers' Comp	0.00	100	100
3,912	4,037	7,800	7,903	505000	Retirement	0.00	5,885	5,885
44,294	45,792	74,400	71,751		Personnel Services	0.50	54,085	54,085
7,781	7,485	15,000	9,000	600150	Data Processing Support	0.00	15,000	15,000
15,614	10,526	11,000	11,000	600700	Membership & Subscription	0.00	11,000	11,000
77,872	94,590	99,000	108,600	601700	Insurance	0.00	127,000	127,000
67	648	5,000	250	603600	Safety Committee	0.00	5,000	5,000
5,390	3,363	6,000	1,200	603700	City Council	0.00	6,000	6,000
1,034	606	1,500	1,300	603800	Planning Commission	0.00	1,500	1,500
0	0	10,000	10,000	603900	Economic Development	0.00	10,000	15,000
3,884	300	40,000	24,500	603950	Abatement	0.00	75,000	75,000
10,500	9,264	11,400	10,500	603975	Contributions	0.00	11,775	11,775
0	0	20,000	21,973	604000	Unemployment	0.00	30,000	30,000
150,413	110,202	140,000	136,300	604400	Street Lights	0.00	140,000	140,000
1,492	1,182	2,000	2,000	608000	Supplies	0.00	2,000	2,000
51,332	57,529	90,000	69,900	608100	Contract & Other Services	0.00	80,000	80,000
16,234	10,000	15,000	15,000	608125	Audit Services	0.00	15,000	15,000
341,612	305,695	465,900	421,523		Materials & Services	0.00	529,275	534,275
0	0	0	0	630475	Trans to Property Maint Fund	0.00	0	0
0	0	0	0	631600	Transfer to General Reserve	0.00	10,000	40,000
0	0	0	0	631950	Transfer to Stabilization Fund	0.00	0	0
0	0	0	0	631960	Trans to Bldg & Property Res	0.00	150,000	150,000
0	0	0	0	631970	Trans to CC Strategic Reserve	0.00	150,000	145,000
0	0	0	0	631975	Trans to Grants Fund	0.00	325,000	325,000
0	0	0	0	631000	Trans to PW Reserve	0.00	50,000	50,000
0	0	0	0		Transfers	0.00	685,000	710,000
0	0	0	0	630200	Samaritan Treatment Facility	0.00	15,000	15,000
0	0	29,000	28,418	631980	Greater Toledo Pool District	0.00	38,230	38,230
0	0	29,000	28,418		Special Payments	0.00	53,230	53,230
0	0	243,000	0	640100	Contingency	0.00	200,000	200,000
0	0	243,000	0		Contingency	0.00	200,000	200,000
0	0	0	0	702000	Loan Repayment	0.00	0	0
0	0	606,742	0	801000	Unappropriated Surplus	0.00	306,747	306,747
0	0	606,742	0			0.00	306,747	306,747
385,907	351,487	1,419,042	521,692		GENERAL SERVICES TOTAL	0.50	1,828,337	1,858,337
5,789,348	5,867,977	5,506,303	6,795,975		FUND REVENUE		6,155,222	6,155,222
3,804,729	4,138,627	5,506,303	4,677,703		FUND EXPENDITURES		6,155,222	6,155,222
1,984,620	1,729,350	0	2,118,272		FUND TOTAL	32.08	0	0

Capital Expenditure Detail

Department:	Administration
Purchase item:	Resource Assistance for Rural Environments (RARE) Member
Cost of item:	\$23,500
Budget line item:	001-900-608100
Replacement:	N/A
Ongoing Impact:	None

Explanation of need for purchase:

The mission of the Resource Assistance for Rural Environments (RARE) Program is to increase the capacity of rural communities to improve their economic, social, and environmental conditions, through the assistance of trained graduate-level members who live and work in communities for 11 months.

The Toledo City Council approved the application for a RARE Member to work for the City of Toledo from September 2022 to June 2023. This person will help with a Citizen Engagement strategy, ART Toledo, Small Business Development and marketing for the City of Toledo. The application will be successful if there is a candidate who is interested in our projects and has the skills needed to help us.

The City will be notified in August if there is a successful match.

The RARE member will not be an employee of the City so there will be no additional charges.

Capital Expenditure Detail

Department:	Administration – Information Technology (IT)
Purchase item:	New Server and Operating System
Cost of item:	\$13,000
Budget line item:	036-360-629000
Replacement:	Replaces two older servers and will host multiple Virtual machines
Ongoing Impact:	The purchase will ensure City provides efficient services to the community

Explanation of need for purchase:

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

2019-2020	2020-2021	2021-2022	2021-2022	Account		2022-2023	2022-2023	2022-2023
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved
								Adopted
GENERAL RESERVE FUND								
036-000 Revenue								
498,412	411,907	533,025	519,712	400100	Beginning Fund Balance	0	639,668	639,668
11,162	3,272	3,400	2,395	400400	Interest	0	2,700	2,700
0	22,500	0	0	400650	Trans from Property Maint Fund	0	0	0
137,500	153,500	196,000	196,000	401000	Transfer from General Fund	0	206,000	236,000
82,758	0	0	0	402700	Refunds & Misc	0	0	0
0	6,351	0	0	405475	Sale of Surplus Property	0	0	0
729,832	597,530	732,425	718,107		Revenue Total	0	848,368	878,368
036-360 Expenditures								
317,925	1,500	312,601	0	621800	Fire Department Equipment	0	422,605	422,605
0	56,575	125,000	57,000	628000	Police Department Equipment	0	119,099	119,099
0	5,465	35,000	5,639	629000	City Hall Equipment	0	23,731	53,731
0	14,277	29,180	0	629160	Library Equipment	0	19,999	19,999
0	0	170,644	12,500	629360	Property Maintenance Equipment	0	203,144	203,144
0	0	40,000	0	629375	Parks Plans & Improvements	0	28,069	28,069
0	0	20,000	3,300	629400	Disaster Preparedness	0	31,721	31,721
0	0	0	0	629600	Legal Settlement	0	0	0
0	0	0	0	631960	Trans to Bldg & Property Res	0	0	0
317,925	77,818	732,425	78,439		Capital Outlay	0	848,368	878,368
729,832	597,530	732,425	718,107		FUND REVENUE	0	848,368	878,368
317,925	77,818	732,425	78,439		FUND EXPENDITURES	0	848,368	878,368
411,907	519,712	0	639,668		FUND TOTAL	0	0	0

2019-2020	2020-2021	2021-2022	2021-2022	Account		2022-2023	2022-2023	2022-2023
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved
							Adopted	
PUBLIC WORKS RESERVE								
040-000 Revenue								
153,436	187,533	240,533	213,490	400100	Beginning Fund Balance	0	196,590	196,590
3,436	1,490	1,500	1,100	400400	Interest	0	1,500	1,500
22,500	22,500	25,000	25,000	400600	Transfer from Water	0	25,000	25,000
25,000	25,000	25,000	25,000	401100	Transfer from Sewer Fund	0	25,000	25,000
30,000	35,000	35,000	35,000	401200	Transfer from Streets Fund	0	35,000	35,000
0	0	0	0	401000	Transfer from Gen Fund	0	50,000	50,000
10,862	0	0	0	402700	Refunds & Misc	0	0	0
0	0	0	0	405475	Sale of Surplus Property	0	0	0
245,234	271,522	327,033	299,590		Revenue Total	0	333,090	333,090
040-400 Expenditures								
57,701	58,032	267,033	43,000	620500	Equipment	0	223,090	223,090
0	0	60,000	60,000	620510	Buildings	0	110,000	110,000
57,701	58,032	327,033	103,000		Capital Outlay	0	333,090	333,090
245,234	271,522	327,033	299,590		FUND REVENUE	0	333,090	333,090
57,701	58,032	327,033	103,000		FUND EXPENDITURES	0	333,090	333,090
187,533	213,490	0	196,590		FUND TOTAL	0	0	0

Capital Expenditure Detail

Department: Public Works – Maintenance

Purchase item: Asphalt application

Cost of item: \$50,000

Budget line item: 040-400-620510

Replacement: No

Ongoing Impact:

Explanation of the need for the purchase:

The City Maintenance shops facilities is currently gravel/dirt mixture that requires continuous maintenance, gravel applications, and dust control which is causing great harm to the electronics on the facilities, as well as health conditions of employees. Applying asphalt surface will help greatly with these issues.

Public Works – Streets Department

The Public Works Department is a multifunctional Department that is also responsible for the maintenance and upkeep of all City streets, drainage, signage, sweeping and paint.

2021-2022 accomplishments

- Street sweeper cleans downtown section weekly, and entire town monthly
- Mowing of all drainage ditch and over hanging trees
- City Crew painted all yellow curbs, crosswalks, Rail Road Crossing signs and City owned parking lots
- Maintained all street signs & spread salt on roadways during icy conditions
- Asphalted section of Business Highway 20 on the curves

2022-2023 Goals

- Continue maintenance on all city streets to include paint, potholes, sweeping and signage
- Possible paving of Meadow Lane NW
- Use asphalt grindings to overlay River Road
- Purchase brush mower to maintain street integrity

Department Narrative

The street system in Toledo is constrained by the river, slough, and hills that make up the City of Toledo. Narrow streets and steep slopes restrict the amount and type of traffic on many streets within the City and reduce connectivity on local streets between neighborhoods. The Street System Modal Plan includes projects and objectives that work within these constraints, improving the street network to ensure that it meets Toledo's current and anticipated future needs.



2021-2022 Highlights

17 miles
of asphalt roadway

7 miles
of unimproved streets

Overlays completed

NE 1st Street
6th Street

Paved

Beech to Alder
Alder 5th – 6th

2019-2020 Actuals	2020-2021 Actuals	2021-2022 Adopted	2021-2022 Est Actuals	Account Number	Description	2022-2023 Proposed	2022-2023 Approved	2022-2023 Adopted
STREETS FUND								
011-000 Revenues								
2,153,306	2,634,446	2,507,230	2,462,924	400100	Beginning Fund Balance	2,489,421	2,489,421	2,489,421
48,223	20,837	20,000	14,532	400400	Interest	15,000	15,000	15,000
14,766	15,130	13,000	11,377	401300	Natural Gas Franchise	12,000	12,000	12,000
1,936	1,818	2,000	1,786	401400	Telephone Franchise	2,000	2,000	2,000
3,238	2,512	2,500	2,789	401450	Telecommunications Franchise	2,500	2,500	2,500
15,909	15,262	12,000	14,782	401500	Television Franchise	13,000	13,000	13,000
76,372	64,914	35,000	89,450	401600	Garbage Franchise	50,000	50,000	50,000
558,299	554,994	566,000	545,997	401700	Electric Franchise	550,000	550,000	550,000
2,632	2,800	2,500	3,000	402050	Truck Permits	2,500	2,500	2,500
244,714	249,729	220,000	285,679	402400	Oregon State Highway Tax	250,000	250,000	250,000
1,335	3,660	5,500	10,000	402700	Refunds & Misc	5,500	5,500	5,500
0	200	0	0	402720	Public Works Inspection Fee	0	0	0
101,310	103,964	100,000	104,328	403600	Road Maintenance Fees	100,000	100,000	100,000
0	150,000	100,000	0	405250	Grants	100,000	100,000	100,000
3,222,041	3,820,265	3,585,730	3,546,644		REVENUE TOTAL	3,591,921	3,591,921	3,591,921

2019-2020	2020-2021	2021-2022	2021-2022	Account		2022-2023	2022-2023	2022-2023
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved
								Adopted
					STREETS FUND			
				011-110	Expenditures			
3,140	2,078	2,310	2,329	500010	City Manager	0.02	2,407	2,407
0	0	0	0	500015	Assistant City Manager/HR Assist	0.05	4,520	4,520
2,610	22,753	26,347	27,714	500016	Public Works Director	0.30	30,894	30,894
2,102	0	0	0	500018	Finance Director	0.00	0	0
379	2,233	2,398	2,494	500020	Accounting Supervisor	0.04	2,873	2,873
0	0	2,943	0	500022	Human Resources Specialist	0.00	0	0
2,696	2,782	4,745	4,542	500024	Information Systems Admin	0.10	8,588	8,588
17,390	14,311	18,449	18,601	500026	Public Works Op Supervisor	0.30	20,984	20,984
1,263	1,362	1,434	1,432	500028	City Recorder	0.02	1,555	1,555
18,668	19,193	21,330	19,657	500030	Lead/Senior Facility Ops	0.30	21,429	21,429
23,384	13,010	29,094	20,975	500045	Maintenance Worker 4B	0.50	26,997	26,997
14,472	15,291	16,647	16,201	500046	Maint Worker 4A	0.30	16,198	16,198
1,862	1,791	1,918	1,174	500053	Accounting Clerk 3	0.10	4,901	4,901
45,100	56,246	73,000	69,640	500057	Muni/Ground Maint Worker	1.50	80,283	80,283
0	0	0	0	500082	City Planner/Attorney	0.05	5,568	5,568
5,399	5,066	5,753	5,229	500084	Assistant Planner	0.10	5,740	5,740
5,781	2,289	6,000	6,367	501400	Call Time	0.00	6,500	6,500
722	99	2,500	1,993	501500	Overtime	0.00	2,500	2,500
10,851	10,870	13,000	14,643	504700	Social Security	0.00	15,006	15,006
28,074	38,708	40,000	46,108	504800	Health Insurance	0.00	50,290	50,290
9,753	9,365	15,000	12,060	504900	Workers' Comp	0.00	14,000	14,000
20,026	18,834	26,500	29,704	505000	Retirement	0.00	33,030	33,030
213,672	236,282	309,368	300,863		Personnel Services	3.68	321,237	354,263
143	375	500	500	600100	Office Supplies	0.00	500	500
6,673	4,912	6,000	5,476	600210	Electricity	0.00	7,000	7,000
2,367	1,157	2,500	1,263	600220	Communication Services	0.00	2,500	2,500
1,935	2,176	2,500	1,983	600250	Alarms	0.00	2,500	2,500
12,168	6,339	15,000	9,760	600300	Equipment Repair	0.00	15,000	15,000
1,155	1,987	10,000	2,354	600350	Vehicle Maint & Repair	0.00	10,000	10,000
37	515	200	0	600400	Facility Needs	0.00	200	200
21,607	50,494	85,000	84,000	600420	Systems Repair	0.00	90,000	90,000
69	-98	1,000	0	600600	Travel & Training	0.00	500	500
0	297	500	400	600700	Membership & Subscription	0.00	500	500
5,086	7,130	10,000	10,963	601500	Gas, Oil & Tires	0.00	20,000	20,000
13,203	15,581	16,000	18,376	601700	Insurance	0.00	22,000	22,000
8,384	1,677	7,000	5,000	607500	Special Purchases	0.00	3,500	3,500
19,257	20,571	20,000	19,000	608000	Supplies	0.00	25,000	25,000
23,363	9,904	12,000	13,230	608100	Contract & Other Services	0.00	14,000	14,000
27,889	7,457	10,000	7,435	608175	Street Sweeping	0.00	12,000	12,000
143,336	130,476	198,200	179,740		Materials & Services	0.00	225,200	225,200
0	77,263	80,000	0	620500	Equipment	0.00	95,000	95,000
273	473,811	2,016,237	151,620	620520	Systems	0.00	2,002,207	1,969,181
20,000	14,509	305,000	0	620540	Road Maintenance Expenditures	0.00	305,000	305,000
20,273	565,584	2,401,237	151,620		Capital Outlay	0.00	2,402,207	2,369,181
0	0	0	0	630300	Transfer to General Fund	0.00	0	0
0	0	0	0	630500	Transfer to Public Works	0.00	0	0
30,000	35,000	35,000	35,000	631000	Transfer to PW Equip Reserve	0.00	35,000	35,000
180,314	390,000	390,000	390,000	631850	Transfer to Street Reserve	0.00	380,000	380,000
210,314	425,000	425,000	425,000		Transfers	0.00	415,000	415,000
0	0	251,925	0	640100	Contingency	0.00	228,277	228,277
0	0	251,925	0		Contingency	0.00	228,277	228,277
587,596	1,357,342	3,585,730	1,057,223		TOTAL EXPENDITURES	3.68	3,591,921	3,591,921
3,222,041	3,820,265	3,585,730	3,546,644		FUND REVENUE		3,591,921	3,591,921
587,596	1,357,342	3,585,730	1,057,223		FUND EXPENDITURES		3,591,921	3,591,921
2,634,446	2,462,924	0	2,489,421		FUND TOTAL	3.68	0	0

2019-2020	2020-2021	2021-2022	2021-2022	Account		2022-2023	2022-2023	2022-2023
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved
								Adopted
STREETS RESERVE FUND								
043-000 Revenue								
248,443	379,247	772,402	772,259	400100	Beginning Fund Balance	0	1,042,925	1,042,925
5,564	3,012	3,150	2,226	400400	Interest	0	3,000	3,000
180,314	390,000	390,000	390,000	400450	Transfer from Streets	0	380,000	380,000
0	0	0	0	402700	Refunds & Misc	0	0	0
434,321	772,259	1,165,552	1,164,485		Revenue Total	0	1,425,925	1,425,925
043-430 Expenditures								
55,074	0	20,000	0	608100	Contract & Other Services	0	30,000	30,000
0	0	363,900	0	802000	Road Maintenance Expenditures	0	614,273	614,273
55,074	0	383,900	0		Materials & Services	0	644,273	644,273
0	0	781,652	121,560	802100	Business Highway 20 Improvement	0	781,652	781,652
0	0	781,652	121,560		Capital Outlay	0	781,652	781,652
434,321	772,259	1,165,552	1,164,485		FUND REVENUE	0	1,425,925	1,425,925
55,074	0	1,165,552	121,560		FUND EXPENDITURES	0	1,425,925	1,425,925
379,247	772,259	0	1,042,925		FUND TOTAL	0	0	0

Capital Expenditure Detail

Department:	Public Works – Streets
Purchase item:	Brush Mower
Cost of item:	\$95,000
Budget line item:	011-110-620500
Replacement:	Yes
Ongoing Impact:	Provide efficient and necessary public services

Explanation of need for purchase:

A new brush mower is needed to maintain city streets and easements. The current mower is 26 years old and requires major maintenance on a regular basis.

Water Treatment Plant Department

2021-2022 accomplishments

Promoted Jr. Operator to Sr. Operator, hired a new Trainee for both treatment plants.

All water facility produced water – met and exceeded all state standards

- Uninterrupted delivery of potable water to the Seal Rock Water District
- New Surface Water Pump and motor
- New Backwash Pump and motor
- Replacement fork lift
- Facility Window replacement & achieved Oregon Health Authority criteria and received a rating of “Outstanding Performance” during the water system survey performed in June

2022-2023 Goals

Train new employee to become eligible for certifications. Continue to provide safe, uninterrupted water service for customers. Maintain the integrity of a well-run operated treatment facility by maintaining the facility through maintenance and diligence.

Department Narrative

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 Water Treatment Plant continues to provide treated water to the citizens of both the City and the Seal Rock Water District, of the highest quality meeting and exceeding all required standards.

Capital Improvement Project expenditures;

- Back-up generator \$600,000
- Chemical Dosage Pumps \$35,000
- Chlorine Generator \$65,000
- exterior stairway \$40,000



2021-2022 Highlights

291,000,000+
Gallons of high quality
potable water
produced annually

2
Water source facilities

3
Water storage tanks

The Water Management and Conservation Plan (WMCP) is intended to guide development of the City's water management and conservation programs with the goal of achieving sustainable water use while meeting the City's future water needs. The City considers the WMCP to be a working document that will positively influence the City's water management for years to come.

Public Works – Water distribution Department

The Distribution Department is responsible for maintaining the integrity of the distribution system. From service line breaks to mainline ruptures and the maintenance of the Back-flow & Cross Connection programs in place for businesses. Meter reading, fire hydrant maintenance, performing monthly blow offs of dead-end mainlines and Cla-Valve yearly maintenance are just a few of the monthly tasks. New service lines are installed by City Crew as well as short mainlines.

2021-2022 accomplishments

Installation of Phase 1 Millcreek raw water line replacement. Six Mainline ruptures on Millcreek line. Assists with many of the repairs/ maintenance of the Water & Wastewater Treatment Plant. Numerous service and mainline ruptures, many late at night and on weekends. Acquired the Wright Creek water system adding 10 new customers. Started project of back up generator for Siletz Pump Station.

2022-2023 Goals

Plans to complete Phase II of Millcreek raw waterline replacement. Maintain the integrity of distribution pipelines. Complete 100% of new services and main lines 500' in house. Replace 4" A/C line on NW 10th St.

Department Narrative

The City of Toledo owns and operates a water system with in-service components dating back to the 1930s. The City provides water to residential, commercial, and industrial customers within the Urban Growth Boundary. Capital Improvement Project expenditures:

- Ammon reservoir \$ 1.3 million
- Meadow Lane install \$19,000
- NW 10th main replacement \$180,000
- Hillvale water replacement \$80,000
- Millcreek Phase II \$ 400,000



2021-2022 Highlights

441

Water valves maintained

165

Fire Hydrants maintained

35 miles

Water distribution lines

2019-2020	2020-2021	2021-2022	2021-2022	Account		2022-2023	2022-2023	2022-2023
Actuals	Actuals	Adopted	Est Actuals	Number	Description	Proposed	Approved	Adopted
					WATER FUND			
					012-000 Revenues			
468,137	189,503	592,712	609,510	400100	Beginning Fund Balance	954,587	954,587	954,587
10,484	1,856	1,900	1,050	400400	Interest	1,200	1,200	1,200
547	1,239	1,000	6,264	402700	Refunds & Misc	1,000	1,000	1,000
0	200	0	100	402720	Public Works Inspection Fee	0	0	0
1,520	1,700	800	1,475	402730	Haulable Water	1,400	1,400	1,400
1,233,996	1,361,003	1,300,000	1,465,854	403700	Sale of Water	1,442,000	1,442,000	1,442,000
6,520	18,587	2,500	350	403800	Meter Charges-Connection Fees	2,500	2,500	2,500
2,321	2,155	1,800	2,059	403900	Service Fees	1,800	1,800	1,800
5,855	8,890	6,000	20,643	403950	Delinquent Fees	10,000	10,000	10,000
353,359	621,478	175,900	657,435	404100	Sale of Water to Seal Rock	100,000	100,000	100,000
395	805	200	838	404125	H2O Program Donations	600	600	600
393	0	300	100	404130	Fees and Adjustments	100	100	100
12,116	11,184	11,185	1,864	405380	Rents & Leases	0	0	0
2,095,643	2,218,600	2,094,297	2,767,542		REVENUE TOTAL	2,515,187	2,515,187	2,515,187

2019-2020	2020-2021	2021-2022	2021-2022	Account		2022-2023	2022-2023	2022-2023
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved
								Adopted
					WATER FUND			
					Expenditures			
				012-120	Water Plant			
1,744	1,039	1,155	1,213	500010	City Manager	0.01	1,204	1,204
0	0	0	0	500015	Assistant City Manager/HR Assist	0.05	4,520	4,520
2,610	13,543	13,173	13,857	500016	Public Works Director	0.15	15,447	15,447
2,102	0	0	0	500018	Finance Director	0.00	0	0
379	2,233	2,398	2,494	500020	Accounting Supervisor	0.04	2,873	2,873
0	0	2,943		500022	Human Resources Specialist	0.00	0	0
2,696	2,782	4,745	4,486	500024	Information Systems Admin	0.10	8,588	8,588
631	681	717	721	500028	City Recorder	0.01	777	777
62,641	63,370	67,478	70,640	500030	Lead/Senior Facility Ops	1.00	66,140	66,140
49,470	52,546	56,744	23,335	500038	Facility Ops	1.00	59,271	59,271
22,482	13,641	24,671	26,965	500048	Facility Operator Trainee	0.50	26,770	26,770
1,862	1,791	1,918	1,044	500053	Accounting Clerk 3	0.10	4,901	4,901
7,223	7,932	8,781	8,897	500066	Utility Billing Clerk 1	0.15	6,944	6,944
0	0	0	0	500082	City Planner/Attorney	0.05	5,568	5,568
2,492	2,338	2,655	2,413	500084	Assistant Planner	0.05	2,649	2,649
20,052	20,486	23,000	20,047	501400	Call Time	0.00	23,000	23,000
11,589	10,513	12,000	18,937	501500	Overtime	0.00	20,000	20,000
14,155	14,521	15,000	15,243	504700	Social Security	0.00	15,500	15,500
17,467	20,098	21,500	25,603	504800	Health Insurance	0.00	25,132	25,132
3,528	5,732	6,500	4,400	504900	Workers' Comp	0.00	4,950	4,950
22,601	23,358	26,241	25,953	505000	Retirement	0.00	28,622	28,622
245,724	256,605	291,619	266,248		Personnel Services	3.21	322,856	322,856
256	282	600	200	600100	Office Supplies	0.00	600	600
3,216	4,026	4,000	3,502	600150	Data Processing Support	0.00	5,000	5,000
60,155	53,148	60,000	55,890	600210	Electricity	0.00	62,000	62,000
8,769	6,613	8,000	7,114	600220	Communication Services	0.00	9,000	9,000
1,972	1,632	2,000	1,554	600250	Alarms	0.00	3,000	3,000
7,300	4,432	10,000	4,327	600300	Equipment Maint & Repair	0.00	10,000	10,000
1,009	0	1,000	200	600350	Vehicle Maint & Repair	0.00	1,000	1,000
10,292	16,750	10,000	13,203	600400	Facility Needs	0.00	10,000	10,000
390	521	8,000	2,000	600420	Systems Repair	0.00	8,000	8,000
2,614	664	1,500	0	600600	Travel & Training	0.00	1,500	1,500
1,502	1,041	1,500	3,814	600700	Membership & Subscription	0.00	3,000	3,000
2,630	2,076	2,500	1,945	601500	Gas, Oil & Tires	0.00	4,000	4,000
26,196	30,087	32,000	32,276	601700	Insurance	0.00	38,000	38,000
17,600	1,946	20,000	15,000	607500	Special Purchases	0.00	20,000	20,000
35,968	35,712	50,000	40,007	608000	Supplies	0.00	50,000	50,000
24,475	55,148	39,000	29,129	608100	Contract & Other Services	0.00	39,000	39,000
204,343	214,078	250,100	210,161		Materials & Services	0.00	264,100	264,100
0	11,500	15,000	0	620500	Equipment	0.00	15,000	15,000
0	11,500	15,000	0		Capital Outlay	0.00	15,000	15,000
0	0	0	0	630300	Transfer to General Fund	0.00	0	0
0	0	0	0	630500	Transfer to Public Works	0.00	0	0
10,000	10,000	12,500	12,500	631000	Transfer to PW Reserve	0.00	12,500	12,500
175,000	124,700	124,700	124,700	631800	Transfer to Water Reserve	0.00	124,700	124,700
0	0	0	0	631950	Transfer to Stabilization Fund	0.00	0	0
185,000	134,700	137,200	137,200		Transfers	0.00	137,200	137,200

0	0	0	0	640100	Contingency	0.00	0	0	0
0	0	0			Contingency	0.00	0	0	0
0	0	0	0	702000	2012 Debt Repayment	0.00	0	0	0
0	0	0	0	709000	Debt Service Reserve	0.00	0	0	0
0	0	0	0		Debt Service	0.00	0	0	0
635,067	616,883	693,919	613,609		WATER PLANT EXPENSE TOTAL	3.21	739,156	739,156	739,156

2019-2020	2020-2021	2021-2022	2021-2022	Account		2022-2023	2022-2023	2022-2023	
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved	Adopted
					WATER FUND				
					Expenditures				
					012-125	Water Distribution			
1,744	1,039	1,155	1,165	500010	City Manager	0.01	1,204	1,204	1,204
0	0	0	0	500015	Assistant City Manager/HR Assist	0.05	4,520	4,520	4,520
2,610	13,543	13,173	13,857	500016	Public Works Director	0.15	15,447	15,447	15,447
2,102	0	0	0	500018	Finance Director	0.00	0	0	0
379	2,233	2,398	2,494	500020	Accounting Supervisor	0.04	2,873	2,873	2,873
0	0	2,943	0	500022	Human Resources Specialist	0.00	0	0	0
2,696	2,782	4,745	4,486	500024	Information Systems Admin	0.10	8,588	8,588	8,588
17,390	14,311	18,449	18,601	500026	Public Works Op Supervisor	0.30	20,984	20,984	20,984
631	681	717	721	500028	City Recorder	0.01	777	777	777
18,668	19,193	21,330	19,657	500030	Lead/Senior Facility Ops	0.30	21,429	21,429	21,429
11,692	15,429	14,547	10,488	500045	Maint Worker 4B/Maint Tech	0.25	13,499	13,499	13,499
16,884	17,840	19,422	18,912	500046	Maint Worker 4A/Equip Op	0.35	18,898	18,898	18,898
1,862	1,791	1,918	1,174	500053	Accounting Clerk 3	0.10	4,901	4,901	4,901
24,814	25,445	27,033	18,818	500054	Maint/Clerical Worker 3	0.50	29,593	29,593	29,593
23,471	21,674	23,941	23,167	500057	Maintenance Worker 2	0.50	26,832	26,832	26,832
10,835	11,898	13,172	9,088	500066	Utility Billing Clerk 1	0.25	11,573	11,573	11,573
0	0	0	0	500082	City Planner/Attorney	0.05	5,568	5,568	5,568
5,399	5,066	5,753	5,229	500084	Assistant Planner	0.10	5,740	5,740	5,740
6,291	11,397	10,000	5,401	501400	Call Time	0.00	5,500	5,500	5,500
1,252	1,295	2,000	2,202	501500	Overtime	0.00	3,000	3,000	3,000
11,061	14,016	14,000	12,120	504700	Social Security	0.00	13,842	13,842	13,842
37,902	54,607	40,000	46,500	504800	Health Insurance	0.00	56,394	56,394	56,394
4,926	2,437	6,500	2,500	504900	Workers' Comp	0.00	8,828	8,828	8,828
20,459	24,807	24,000	25,249	505000	Retirement	0.00	27,907	27,907	27,907
223,068	261,485	267,196	241,829		Personnel Services	3.06	307,897	307,897	307,897
3,649	4,630	5,000	4,710	600100	Office Supplies	0.00	5,000	5,000	5,000
5,238	5,474	6,500	8,439	600150	Data Processing Support	0.00	9,000	9,000	9,000
10,756	8,997	10,000	8,106	600210	Electricity	0.00	10,300	10,300	10,300
2,358	1,156	3,000	1,260	600220	Communication Services	0.00	3,000	3,000	3,000
0	0	1,000	0	600250	Alarms	0.00	1,200	1,200	1,200
4,072	2,855	6,000	3,995	600300	Equipment Maint & Repair	0.00	6,000	6,000	6,000
100	802	2,000	500	600350	Vehicle Maint & Repair	0.00	4,000	4,000	4,000
2,269	1,319	2,000	0	600400	Facility Needs	0.00	2,000	2,000	2,000
27,947	9,528	32,000	16,689	600420	Systems Repair	0.00	65,000	65,000	65,000
1,199	2,699	3,000	2,000	600600	Travel & Training	0.00	3,000	3,000	3,000
0	1,331	1,500	400	600700	Membership & Subscription	0.00	1,500	1,500	1,500
5,209	7,803	6,000	14,817	601500	Gas, Oil & Tires	0.00	12,000	16,000	16,000
4,401	5,373	6,000	8,203	601700	Insurance	0.00	9,500	9,500	9,500
360	0	400	0	603980	H2O Program Expenses	0.00	400	400	400
9,529	8,588	10,000	8,000	607500	Special Purchases	0.00	10,000	10,000	10,000
22,447	29,987	32,000	40,000	608000	Supplies	0.00	40,000	40,000	40,000
23,692	24,807	22,000	16,042	608100	Contract & Other Services	0.00	23,000	23,000	23,000
123,227	115,348	148,400	133,161		Materials & Services	0.00	204,900	208,900	208,900
0	0	0	0	630300	Transfer to General Fund	0.00	0	0	0
0	0	0	0	630500	Transfer to Public Works	0.00	0	0	0
12,500	12,500	12,500	12,500	631000	Transfer to PW Reserve	0.00	12,500	12,500	12,500
494,717	184,255	393,608	393,608	631800	Transfer to Water Reserve	0.00	532,042	528,042	528,042
507,217	196,755	406,108	406,108		Transfers	0.00	544,542	540,542	540,542

0	0	160,426	0	640100	Contingency	0.00	300,000	300,000	300,000
0	0	160,426	0		Contingency	0.00	300,000	300,000	300,000
251,600	259,000	266,400	266,400	702000	2012 Debt Repayment/Bond 2016	0.00	277,500	277,500	277,500
165,962	159,618	151,848	151,848	702500	Rev Bond 2016 - Interest/Fees	0.00	141,192	141,192	141,192
0	0	0	0	709000	Debt Service Reserve	0.00	0	0	0
417,562	418,618	418,248	418,248		Debt Service	0.00	418,692	418,692	418,692
1,271,074	992,206	1,400,378	1,199,346		Water Distribution Expense Total	3.06	1,776,031	1,776,031	1,776,031
2,095,643	2,218,600	2,094,297	2,767,542		FUND REVENUE		2,515,187	2,515,187	2,515,187
1,906,140	1,609,089	2,094,297	1,812,955		FUND EXPENDITURES		2,515,187	2,515,187	2,515,187
189,503	609,510	0	954,587		FUND TOTAL	6.27	0	0	0

2019-2020	2020-2021	2021-2022	2021-2022	Account		2022-2023	2022-2023	2022-2023
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved
				WATER RESERVE FUND				
				041-000 Revenue				
1,500,140	2,145,364	2,065,979	1,911,862	400100	Beginning Fund Balance	0	1,754,912	1,754,912
33,596	16,911	17,160	12,478	400400	Interest	0	1,500	1,500
669,717	308,955	518,308	518,308	400600	Transfer from Water	0	656,742	656,742
0	44,854	72,500	72,500	404000	Seal Rock Payment	0	0	0
2,203,452	2,516,085	2,673,947	2,515,148		Revenue Total	0	2,413,154	2,413,154
				041-410 Expenditures				
16,549	36,289	25,000	0	600420	Systems Repair	0	40,000	40,000
28,376	2,836	150,000	0	608100	Contract & Other Services	0	200,000	200,000
44,925	39,125	175,000	0		Materials & Services	0	240,000	240,000
0	0	150,000	40,613	620500	Equipment	0	700,000	700,000
13,163	416,032	1,992,680	562,900	620520	Systems	0	1,023,154	1,023,154
0	149,066	356,267	156,724	626400	Master Plan Improvements	0	450,000	450,000
13,163	565,098	2,498,947	760,237		Capital Outlay	0	2,173,154	2,173,154
0	0	0	0	608500	Loan Repayment	0	0	0
0	0	0	0		Debt Service	0	0	0
2,203,452	2,516,085	2,673,947	2,515,148		FUND REVENUE	0	2,413,154	2,413,154
58,088	604,222	2,673,947	760,237		FUND EXPENDITURES	0	2,413,154	2,413,154
2,145,364	1,911,862	0	1,754,912		FUND TOTAL	0	0	0

Capital Expenditure Detail

Department: Public Works – Water Treatment Plant

Purchase item: Supervisory Control and Data Acquisition (SCADA) upgrade to Millcreek Pump Station

Cost of item: \$10,000

Budget line item: 012-120-620-500

Replacement: No

Ongoing Impact:

Explanation for the need of the purchase:

Contracting with The Automation Group to add features to the existing system to enable the on-call personnel to monitor pressures and check flow meters from a remote location with an iPad already purchased and in use.

Capital Expenditure Detail

Department: Water Treatment plant

Purchase item: Chlorine generator

Cost of item: \$35,000

Budget line item: 041-410-620500

Replacement: Yes

Ongoing Impact:

Explanation for the need of the purchase:

Only disinfecting unit for the Water treatment system, Onsite chlorine generator that produces chlorine for the plant. Need to replace current model that is no longer supported by the manufacturer. The Company, TMG quoted at \$35,000 for one unit.

Capital Expenditure Detail

Department: Public Works – Water Treatment Plant

Purchase item: Generator

Cost of item: \$550,000

Budget line item: 041-410-620500

Replacement: Yes

Ongoing Impact:

Explanation of need for the purchase:

The City's Water Treatment plant is equipped with an emergency power backup generator that is need of replacement.

The emergency back-up generator at the Water Treatment Plant was evaluated to determine whether it could reliably provide power for the increase in electrical load due to the larger Backwash and Surface Wash pumps, as well as other facility electrical additions since the generator was originally installed.

The main concerns with the existing generator are its rated output of 100KW/125KVA, Generator age and the motor inrush currents for completing a backwash cycle. Due to the Across-the-Line starters of the Backwash (40HP) and Surface Wash (60HP) motors, this results in a worst case scenario for the generator to provide enough power to overcome the inrush current of these motors.

It is recommended that the Generator system be replaced with a minimum of 150KVA unit to reliably provide emergency back-up power to maintain full facility operations under current facility equipment electrical load requirements.

Capital Expenditure Detail

Department:	Public Works-Water Plant
Purchase item:	Millcreek Phase 2 HDPE 12" replacement project / costs.
Cost of item:	\$400,000
Budget line item:	041-410-620-520
Replacement:	Yes
Ongoing Impact:	Meets the City Council's goal to 'Maintain and improve public infrastructure and facilities'

Explanation of need for purchase:

The current Transmission line is A/C pipe was installed in the 1950s and is currently crossing wetlands, swamps, pastures, rivers and hard to access areas. The line is failing at an increasing rate.

This line has suffered three failures since January 18, 2022

HDPE pipe is a type of flexible plastic pipe used for fluid transfer and is often used to replace ageing concrete or steel mains pipelines. It is made from the thermoplastic HDPE, its high level of impermeability and strong molecular bond make it suitable for high pressure pipelines.

Installing a reliable water transmission line will provide raw water from Millcreek reservoir to the Water Treatment Plant to efficiently process for citizens of Toledo and outside customers.

Capital Expenditure Detail

Department:	Public Works – Water Distribution
Purchase item:	New water main- Meadow Lane
Cost of item:	\$19,000
Budget line item:	041-410-620520
Replacement:	No
Ongoing Impact:	Provide efficient and necessary public services that protect and enhance the quality of life in Toledo

Explanation of need for purchase:

The City plans to acquire Meadow Lane from Lincoln County Property Management. In an effort to upgrade the roadway, the City needs to first place a water main in the Right-of-Way to service four customers.

Capital Expenditure Detail

Department:	Water Reserve fund – Distribution
Purchase item:	New Ammon Reservoir
Cost of item:	\$1.3 million
Budget line item:	041-410-620520
Replacement:	Yes
Ongoing Impact(s):	The upgrade would follow the City Council’s goal to ‘Maintain and improve public infrastructure and facilities’

Explanation of need for purchase:

Ammon Reservoir is in need of maintenance and rebuilding. It is past its useful life in the present condition. The roof of Ammon Reservoir was found seriously defective, the upper beams are distorted and in need of replacement. This has been reported in the last two budget years but the work was not performed due to situation with Seal Rock Water.

Peterson Structural engineering has provided 90% of drawings at a cost for roof replacement of \$770,000. Upgrades will have to be made to make the reservoir structurally compliant and the reservoir is in need of a paint job, which could cost approximately \$350,000. The total maintenance cost of \$1million. Three years ago, an engineer estimated just over \$1 million for a new reservoir.

Catastrophic failure is a very real possibility under normal operating conditions and even greater risk with any form of earth movement.

This tank also serves Georgia Pacific & Cascade sawmill. Upgrading the reservoir would ensure the City supplies a reliable treated water storage facility for the City of Toledo that is a major contributor to the water hydraulics for customers.

Capital Expenditure Detail

Department: Water Reserve fund

Purchase item: Generator install

Cost of item: \$600,000

Budget line item: 041-410-620520

Replacement:

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

Explanation of need for purchase:

This is an item that is being carried over from last year due to generator availability.

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

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

Wastewater Treatment Plant Department

This fund assures that Toledo sanitary sewer wastewater is safely 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.

2021-2022 accomplishments

Capital Improvement Project Main line re-locate (effluent line) repairs to be finished by June 30, 70% completed now. The Wastewater Treatment Plant suffered no overflows during high tides in the last year. Plant met all Department of Environmental Quality (DEQ) reporting requirements.

2022-2023 Goals

Repair or replace badly worn parts of the plant thru CIP funding. (Helisieve & Grit Concentrator, Cost \$100,000). Maintain all the DEQ reporting requirements.

Department Narrative

The City of Toledo owns and maintains a wastewater conveyance system that collects, transmits, and treats sanitary wastewater from residential and commercial customers within the City's system. Today, according to the 2020 Census data, the City of Toledo wastewater system provides sanitary service to approximately 3,700 persons.



Wastewater Treatment Plant information

In 1954 the City of Toledo built the treatment plant, including several of the current lift stations and separated the sanitary and storm sewers systems.

The original plant consisted of a primary clarifier, an anaerobic digester, an effluent metering station, an 18" outfall to the river, and sludge drying beds south of the railroad tracks.

Currently the original primary clarifier and anaerobic digester are still in use as a secondary clarifier and sludge storage tank respectively, and the original 18" outfall is still in use.

Wastewater – Sewer collection

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

2021-2022 accomplishments

- Capital Improvement Project (CIP) Main line re-locate to be finished by June 30
- The wastewater plant suffered no overflows during high tides in the last year
- Replaced final 35' section of force main under the Butler Bridge Pump station that had multiple failures
- Maintained five ageing sewer lift stations

2022-2023 Goals

Continue to operate within Department of Environmental Quality requirements. Replacement of Helisieve and Grit Concentrator. The Jr. Operator shall oversee Back-Flow program for the City.

Department Narrative

The City of Toledo owns and maintains a wastewater conveyance system that collects, transmits, and treats sanitary wastewater from residential and commercial customers within the City's system. According to the 2010 Census data, the City of Toledo wastewater system provides sanitary service to approximately 3700 persons.

- Cure In Place Procedure Liner Installs \$150,00
- Business Highway 20 Project replacement \$250,000
- Manhole liners \$ 85,000



2021-2022 Highlights

3,700

Persons receive
sanitary service

24

Manholes re-lined

70%

Of Mainline relocate
completed

5

Lift stations

121,638

Linear feet
of sewer collection lines

2019-2020 Actuals	2020-2021 Actuals	2021-2022 Adopted	2021-2022 Est Actuals	Account Number	Description	2022-2023 Proposed	2022-2023 Approved	2022-2023 Adopted
SEWER FUND								
013-000 Revenues								
139,034	306,401	236,151	272,000	400100	Beginning Fund Balance	619,634	619,634	619,634
3,114	2,453	2,900	1,695	400400	Interest	1,800	1,800	1,800
3,695	2,479	6,100	4,224	402700	Refunds & Misc	4,000	4,000	4,000
0	200	300	150	402720	Public Works Inspection Fee	300	300	300
1,155,253	1,173,400	1,150,000	1,446,978	404400	Sewer Charges	1,500,000	1,500,000	1,500,000
0	450	0	0	404500	Sewer Connection Fees	0	0	0
0	0	0	0	405250	Grants	0	0	0
1,301,096	1,485,383	1,395,451	1,725,047		REVENUE TOTAL	2,125,734	2,125,734	2,125,734

2019-2020	2020-2021	2021-2022	2021-2022	Account		2022-2023	2022-2023	2022-2023	
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved	Adopted
					SEWER FUND				
					Expenditures				
					013-130 Sewer Plant				
1,744	1,039	1,155	1,165	500010	City Manager	0.01	1,204	1,204	1,204
0	0	0	0	500015	Assistant City Manager/HR Assist	0.05	4,520	4,520	4,520
2,610	13,543	13,173	13,857	500016	Public Works Director	0.15	15,447	15,447	15,447
2,102	0	0	0	500018	Finance Director	0.00	0	0	0
379	2,233	2,398	2,494	500020	Accounting Supervisor	0.04	2,873	2,873	2,873
0	0	2,943	0	500022	Human Resources Specialist	0.00	0	0	0
2,696	2,782	4,745	4,486	500024	Information Systems Admin	0.10	8,588	8,588	8,588
631	681	717	721	500028	City Recorder	0.01	777	777	777
45,835	0	59,867	59,920	500030	Lead/Senior Facility Ops	1.00	67,956	67,956	67,956
75,490	111,191	54,411	52,972	500038	Facility Ops	1.00	59,645	59,645	59,645
22,482	21,501	24,671	3,671	500048	Facility Operator Trainee	0.50	26,770	26,770	26,770
1,862	1,791	1,918	1,665	500053	Accounting Clerk 3	0.10	4,901	4,901	4,901
7,223	7,932	8,781	8,281	500066	Utility Billing Clerk 1	0.15	6,944	6,944	6,944
0	0	0	0	500082	City Planner/Attorney	0.05	5,568	5,568	5,568
2,492	2,338	2,655	2,413	500084	Assistant Planner	0.05	2,749	2,749	2,749
19,468	18,375	25,000	18,733	501400	Call Time	0.00	25,000	25,000	25,000
10,499	5,996	13,500	6,675	501500	Overtime	0.00	14,000	14,000	14,000
14,636	14,057	15,500	13,714	504700	Social Security	0.00	17,500	17,500	17,500
39,457	49,121	47,000	52,038	504800	Health Insurance	0.00	52,500	52,500	52,500
3,420	3,831	6,000	8,329	504900	Workers' Comp	0.00	8,500	8,500	8,500
27,331	24,619	28,000	26,847	505000	Retirement	0.00	28,500	28,500	28,500
253,026	256,410	312,434	251,134		Personnel Services	3.21	353,942	353,942	353,942
821	219	500	145	600100	Office Supplies	0.00	500	500	500
4,729	4,026	4,000	6,190	600150	Data Processing Support	0.00	7,000	7,000	7,000
43,087	34,354	48,000	37,107	600210	Electricity	0.00	48,000	48,000	48,000
2,820	2,051	3,000	2,925	600220	Communication Services	0.00	3,500	3,500	3,500
0	0	100	0	600250	Alarms	0.00	2,500	2,500	2,500
16,365	5,421	20,000	4,240	600300	Equipment Maint & Repair	0.00	20,000	20,000	20,000
587	135	500	0	600350	Vehicle Maint & Repair	0.00	500	500	500
4,020	6,693	5,000	1,018	600400	Facility Needs	0.00	5,000	5,000	5,000
2,812	27,415	67,000	13,614	600420	Systems Repair	0.00	67,000	67,000	67,000
2,142	4,608	1,000	305	600600	Travel & Training	0.00	1,500	1,500	1,500
45	839	1,000	1,428	600700	Membership & Subscription	0.00	1,500	1,500	1,500
1,578	3,936	2,000	1,650	601500	Gas, Oil & Tires	0.00	3,000	3,000	3,000
32,797	42,982	44,000	44,380	601700	Insurance	0.00	52,000	52,000	52,000
2,917	2,792	10,000	2,000	607500	Special Purchases	0.00	10,000	10,000	10,000
40,702	42,389	54,000	45,075	608000	Supplies	0.00	55,000	55,000	55,000
29,781	21,710	31,000	23,034	608100	Contract & Other Services	0.00	32,000	32,000	32,000
185,203	199,571	291,100	183,111		Materials & Services	0.00	309,000	309,000	309,000
0	0	0	0	630300	Transfer to General Fund	0.00	0	0	0
0	0	0	0	630500	Transfer to Public Works	0.00	0	0	0
12,500	12,500	12,500	12,500	631000	Transfer to PW Reserve	0.00	12,500	12,500	12,500
0	0	0	0	631160	Transfer for Sewer loan pmt	0.00	0	0	0
10,000	50,000	50,000	50,000	631900	Transfer to Sewer Reserve	0.00	50,000	50,000	50,000
0	0	0	0	631950	Transfer to Stabilization Fund	0.00	0	0	0
22,500	62,500	62,500	62,500		Transfers	0.00	62,500	62,500	62,500
0	0	963	0	640100	Contingency	0.00	0	0	0
0	0	963	0		Contingency	0.00	0	0	0

0	0	0	0	702000	Revenue Bond Repayment Princ.	0.00	0	0	0
0	0	0	0		Debt Service & Fees	0.00	0	0	0
460,729	518,481	666,997	496,745		SEWER PLANT EXPENSE TOTAL	3.21	725,442	725,442	725,442

2019-2020	2020-2021	2021-2022	2021-2022	Account		2022-2023	2022-2023	2022-2023	
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved	Adopted
					SEWER FUND				
					Expenditures				
					013-135 Sewer Collection				
1,744	1,039	1,155	1,213	500010	City Manager	0.01	1,204	1,204	1,204
0	0	0	0	500015	Assistant City Manager/HR Assist	0.05	4,520	4,520	4,520
2,610	13,543	13,173	13,857	500016	Public Works Director	0.15	15,447	15,447	15,447
2,102	0	0	0	500018	Finance Director	0.00	0	0	0
379	2,233	2,398	2,494	500020	Accounting Supervisor	0.04	2,873	2,873	2,873
0	0	2,943	0	500022	Human Resources Specialist	0.00	0	0	0
2,696	2,782	4,745	4,550	500024	Information Systems Admin	0.10	8,588	8,588	8,588
17,390	14,311	18,449	18,604	500026	Public Works Op Supervisor	0.30	20,984	20,984	20,984
631	681	717	723	500028	City Recorder	0.01	777	777	777
18,668	19,193	21,330	19,657	500030	Lead/Senior Facility Ops	0.30	21,429	21,429	21,429
11,692	15,429	14,547	10,510	500045	Maint Worker 4B/Maint Tech	0.25	13,499	13,499	13,499
16,884	17,840	19,422	18,912	500046	Maint Worker 4A/Equip Op	0.35	18,898	18,898	18,898
1,862	1,791	1,918	1,174	500053	Accounting Clerk 3	0.10	4,901	4,901	4,901
24,814	26,125	27,033	28,816	500054	Maint/Clerical Worker 3	0.50	29,593	29,593	29,593
23,471	27,822	23,256	22,323	500057	Maintenance Worker 2	0.50	25,970	25,970	25,970
10,835	11,898	13,172	8,537	500066	Utility Billing Clerk 1	0.25	11,573	11,573	11,573
0	0	0	0	500082	City Planner/Attorney	0.05	5,568	5,568	5,568
5,399	5,066	5,753	5,211	500084	Assistant Planner	0.10	5,740	5,740	5,740
6,291	6,029	6,700	6,445	501400	Call Time	0.00	6,500	6,500	6,500
1,252	1,262	2,500	2,274	501500	Overtime	0.00	3,000	3,000	3,000
11,061	11,411	12,100	11,596	504700	Social Security	0.00	13,445	13,445	13,445
37,901	41,855	41,000	40,545	504800	Health Insurance	0.00	49,377	49,377	49,377
2,725	2,235	8,000	2,905	504900	Workers' Comp	0.00	8,775	8,775	8,775
20,459	19,930	25,000	24,153	505000	Retirement	0.00	27,950	27,950	27,950
220,867	242,476	265,311	244,499		Personnel Services	3.06	300,611	300,611	300,611
3,607	4,599	4,600	4,620	600100	Office Supplies	0.00	4,700	4,700	4,700
5,233	5,474	6,700	8,439	600150	Data Processing Support	0.00	8,500	8,500	8,500
33,667	30,346	33,000	35,678	600210	Electricity	0.00	36,000	36,000	36,000
2,766	1,157	3,000	1,260	600220	Communication Services	0.00	3,000	3,000	3,000
4,922	4,799	4,800	5,401	600250	Alarms	0.00	5,500	5,500	5,500
12,475	7,919	16,000	10,389	600300	Equipment Maint & Repair	0.00	16,000	16,000	16,000
2,809	146	2,000	500	600350	Vehicle Maint & Repair	0.00	4,000	4,000	4,000
119	373	2,000	4,510	600400	Facility Needs	0.00	4,500	4,500	4,500
13,017	17,287	40,000	16,867	600420	Systems Repair	0.00	40,000	40,000	40,000
1,213	1,668	2,000	2,000	600600	Travel & Training	0.00	2,000	2,000	2,000
0	240	600	400	600700	Membership & Subscription	0.00	600	600	600
5,435	6,703	5,000	11,767	601500	Gas, Oil & Tires	0.00	15,000	15,000	15,000
4,401	4,943	5,000	7,195	601700	Insurance	0.00	8,418	8,418	8,418
7,493	17,517	20,000	10,000	607500	Special Purchases	0.00	20,000	20,000	20,000
6,524	9,289	10,000	8,731	608000	Supplies	0.00	10,000	10,000	10,000
21,250	16,023	17,000	14,932	608100	Contract & Other Services	0.00	17,000	17,000	17,000
124,930	128,482	171,700	142,689		Materials & Services	0.00	195,218	195,218	195,218
0	0	0	0	620500	Equipment	0.00	0	0	0
0	0	0	0		Capital Outlay	0.00	0	0	0
0	0	0	0	630300	Transfer to General Fund	0.00	0	0	0
0	0	0	0	630500	Transfer to Public Works	0.00	0	0	0
12,500	12,500	12,500	12,500	631000	Transfer to PW Reserve	0.00	12,500	12,500	12,500
0	0	0	0	631160	Transfer for Sewer loan pmt	0.00	0	0	0

0	139,743	45,028	45,028	631900	Transfer to Sewer Reserve	0.00	611,895	611,895	611,895
12,500	152,243	57,528	57,528		Transfers	0.00	624,395	624,395	624,395
0	0	69,963	0	640100	Contingency	0.00	100,000	100,000	100,000
0	0	69,963	0		Contingency	0.00	100,000	100,000	100,000
88,400	91,000	93,600	93,600	702000	DEQ Loan Repayment-Principal	0.00	97,500	97,500	97,500
59,938	56,082	53,352	53,352	702500	Rev Bond 2016 - Interest/Fees	0.00	49,068	49,068	49,068
0	0	17,000	17,000	703000	W/WW Loan 2019 - Principal	0.00	33,500	33,500	33,500
0	0	0	0	703500	W/WW Loan 2019 Int & Fees	0.00	0	0	0
0	0	0	0	709000	Debt Service Reserve	0.00	0	0	0
148,338	147,082	163,952	163,952		Debt Service & Fees	0.00	180,068	180,068	180,068
506,635	670,283	728,454	608,668		SEWER COLLECTION EXPENSE TOTAL	3.06	1,400,292	1,400,292	1,400,292
1,301,096	1,485,383	1,395,451	1,725,047		FUND REVENUE		2,125,734	2,125,734	2,125,734
967,364	1,188,764	1,395,451	1,105,413		FUND EXPENDITURES		2,125,734	2,125,734	2,125,734
333,731	296,619	0	619,634		FUND TOTAL	6.27	0	0	0

2019-2020	2020-2021	2021-2022	2021-2022	Account		2022-2023	2022-2023	2022-2023	
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved	Adopted
SEWER RESERVE FUND									
042-000 Revenue									
188,727	141,170	157,541	169,087	400100	Beginning Fund Balance	0	57,884	57,884	57,884
4,227	1,121	1,138	819	400400	Interest	0	1,100	1,100	1,100
10,000	189,743	95,028	95,028	400500	Transfer from Sewer Fund	0	661,895	661,895	661,895
0	0	0	0	401120	Transfer for Sewer Loan Pmt	0	0	0	0
0	0	0	0	405385	Transfer from Grants Fund		418,000	418,000	418,000
0	0	0	0	402700	Refunds & Misc	0	0	0	0
552,561	0	1,350,000	205,655	405400	Loan Proceeds	0	144,345	144,345	144,345
755,515	332,034	1,603,707	470,589		Revenue Total	0	1,283,224	1,283,224	1,283,224
042-420 Expenditures									
0	64,510	63,707	26,500	600420	Systems Repair	0	200,000	200,000	200,000
18,873	8,051	20,000	0	608100	Contract & Other Services	0	20,000	20,000	20,000
497,173	0	1,350,000	236,205	608400	DEQ Loan Expenditures	0	0	0	
516,046	72,562	1,433,707	262,705		Materials & Services	0	220,000	220,000	220,000
0	0	0	0	608500	Loan Repayment	0	0	0	0
14,400	0	20,000	0	620500	Equipment	0	200,000	200,000	200,000
0	0	0	0	620520	Systems	0	363,224	363,224	363,224
83,899	90,385	150,000	150,000	620550	I & I Improvement	0	500,000	500,000	500,000
98,298	90,385	170,000	150,000		Capital Outlay	0	1,063,224	1,063,224	1,063,224
0	0	0	0	702100	Revenue Bond Repayment	0	0	0	0
0	0	0	0	702200	DEQ Loan Repayment	0	0	0	0
0	0	0	0	709000	Debt Service Reserve	0	0	0	0
0	0	0	0		Debt Service	0	0	0	0
755,515	332,034	1,603,707	470,589		FUND REVENUE	0	1,283,224	1,283,224	1,283,224
614,344	162,947	1,603,707	412,705		FUND EXPENDITURES	0	1,283,224	1,283,224	1,283,224
141,170	169,087	0	57,884		FUND TOTAL	0	0	0	0

Capital Expenditure Detail

Department:	Public Works – Wastewater Treatment Plant
Purchase item:	Helisieve Unit
Cost of item:	\$100,000
Budget line item:	042-420-620500
Replacement:	Yes
Ongoing Impact(s):	Follows the City Council's goal to 'Maintain and improve public infrastructure and facilities'

Explanation of need for purchase:

This device is a pre-screening system that removes large items before they enter the treatment facility. It is vital to the proper operation of the treatment plants remaining process.

Helisieve-2001 model

-Removes rags, sanitary napkins, large debris, and other large items before they enter the treatment facility. Removal of these items is necessary to prevent process disruptions due to pump, rake arm, aerator, and pipe clogs. This unit runs continually every day and moving parts have begun to show significant wear. The current equipment has been in place for 21 years, has exceeded its life expectancy and is performing poorly.

Grit concentrator-2002 model

-Removes abrasive grit that is harmful to any of the numerous moving parts at the wastewater treatment plant. (e.g. pumps, bearings, pipes, rake arms, grit cyclone, etc.) This unit runs three times a day, every day and has exceeded its life expectancy. The lack of performance of this piece of equipment is also causing the aeration basin to fill with grit, thus covering the aerators which is not allowing oxygen to be dissolved into the water. The oxygen is necessary to keep the micro-organisms, (that remove organics) alive.

Capital Expenditure Detail

Department: Public Works – Wastewater Collection

Purchase item: Cured In Place Procedure liner and manhole rehabs, projects as listed in 2011 Inflow & Infiltration Study

Cost of item: \$418,000 (American Rescue Plan Act Funds)

Budget line item: 042-420-620550

Replacement: No

Ongoing Impact(s):

Explanation of need for purchase:

Summary from a Capital Improvement Plan. A total combination of all the projects recommended in the 2011 study resulted in a priority list. It is not feasible for any public utility operator to complete all of their needed improvements immediately following an analysis. The two projects listed as Business Highway 20 projects G & L will complete all priority two projects required by Department of Environmental Quality to be completed by October 2023.

There are 31 manholes chosen for this project. Manhole re-habs consist of a contractor to clean, prepare structures & seal any existing leaks, repair bases/rebuild channels as needed. Then line the entire manhole with a mainstay composite liner (spray in), reseal all chimney sweeps, (top portion of manhole) and submit completion reports for each manhole.

The Inflow & Infiltration (I&I) plan lists seven of the projects that are in the need of Cure In Place Procedure (CIPP). This is a specialized procedure where resin is soaked and cured, which creates a liner inside the main line.

The City has addressed I&I problems in the past by upsizing facilities to handle the high flows. While only repairing pipelines when it makes financial sense. In past studies it was determined that it was cost effective to treat the excess I&I problem than to rehabilitate the conveyance system. Extensive upgrades were completed to the wastewater treatment plant to eliminate overflows caused by heavy rain fall.

Capital Expenditure Detail

Department:	Public Works - Wastewater
Purchase item:	Business 20 replacement Project G, projects as listed in 2011 Inflow & Infiltration Study
Cost of item:	\$270,000
Budget line item:	Split funding
Replacement:	Yes
Ongoing Impact:	Funding for this project will be \$150,000 from Urban Renewal funds with the remainder coming from American Rescue Plan Act funds

Explanation of need for purchase:

Heavily bellied pipe is buried under Business Highway 20 near the police station. This pipe was suspected of heavy flows during flow mapping. Television inspection was unsuccessful due to very poor pipe grade forcing the camera underwater through most of the survey. The portions that were visible contained heavy leaks at every joint. The current pipe is 8-inch concrete and observed flow lines indicate a full pipe is often experienced in this section.

Significant settlement is occurring in the pipe along its current alignment, likely due to its placement near a tidal lowland area. There is also concern that the sanitary sewer mapping shows the pipe could be located underneath an existing building. Staff considered moving the alignment North and routing the pipeline under Business Highway 20 until its intersection with 'A' Street. The 'A' Street intersection is on a rising slope resulting in the realignment having a depth of approximately 20 feet at the terminating manhole.

Feedback received from long time Public Works Department employees suggest that the existing alignment is located between existing buildings, not beneath them. Recommendation is to replace the existing pipeline using the current alignment which will reduce traffic disruption, require less asphalt patching, and not require deep trenching equipment. It is anticipated some foundation stabilization and dewatering equipment will be necessary at this site. This project includes the replacement of four pipe segments and installation of four new manholes.

Capital Expenditure Detail

Department: Public Works - Wastewater

Purchase item: Business Highway 20 replacement Project L, projects as listed in 2011 Inflow & Infiltration Study

Cost of item: \$40,000

Budget line item: 042-420-620520

Replacement: No

Ongoing Impact:

Explanation of need for purchase:

This is a project identified in the 2011 Inflow & Infiltration Study as a major contributor to the inflow of ground water into the sewer system. This section of pipe is a candidate for placing Cured In Place Pipe liner to reduce the infiltration and reduce load on the Waste Water Treatment Plant operations.

2019-2020	2020-2021	2021-2022	2021-2022	Account		2022-2023	2022-2023	2022-2023
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved
								Adopted
					CC Strategic Reserve			
				020-000	Revenue			
47,990	42,065	70,164	70,149	400100	Beginning Fund Balance	0	70,384	70,384
1,075	334	350	235	400400	Interest	0	350	350
0	40,000	0	0	401000	Transfer from General Fund	0	150,000	145,000
0	27,750	0	0	402700	Refunds & Misc	0	0	0
0	0	10,000	0	405400	Loan Repayment	0	0	0
49,065	110,149	80,514	70,384		Revenue Total	0	220,734	215,734
				020-200	Expenditures			
				606000	Business Loans		50,000	50,000
				606050	New Housing Subsidy		100,000	95,000
0	40,000	65,514	0	607500	Special Purchases	0	55,734	55,734
7,000	0	15,000	0	608100	Contract & Other Services	0	15,000	15,000
7,000	40,000	80,514	0		Materials & Services	0	220,734	215,734
0	0	0	0	628200	Public Improvements	0	0	0
0	0	0	0		Capital Outlay	0	0	0
49,065	110,149	80,514	70,384		FUND REVENUE	0	220,734	215,734
7,000	40,000	80,514	0		FUND EXPENDITURES	0	220,734	215,734
42,065	70,149	0	70,384		FUND TOTAL	0	0	0

2019-2020	2020-2021	2021-2022	2021-2022	Account		2022-2023	2022-2023	2022-2023
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved
								Adopted
DEBT SERVICE FUND								
025-000 Revenue								
29,935	28,451	25,283	26,894	400100	Beginning Fund Balance	0	27,280	27,280
165,282	166,374	170,600	169,000	400200	Current Taxes	0	174,400	174,400
4,480	4,392	4,000	5,800	400300	Delinquent Taxes	0	4,000	4,000
705	276	200	186	400400	Interest	0	200	200
200,401	199,494	200,083	201,880		Revenue Total	0	205,880	205,880
025-250 Expenditures								
145,000	150,000	155,000	155,000	701000	2005 GO Principal	0	165,000	165,000
26,950	22,600	19,600	19,600	711000	2005 GO Interest	0	13,400	13,400
171,950	172,600	174,600	174,600		Debt Services	0	178,400	178,400
0	0	25,483	0	801000	Unappropriated Surplus	0	27,480	27,480
0	0	25,483	0			0	27,480	27,480
200,401	199,494	200,083	201,880		FUND REVENUE	0	205,880	205,880
171,950	172,600	200,083	174,600		FUND EXPENDITURES	0	205,880	205,880
28,451	26,894	0	27,280		FUND TOTAL	0	0	0

2019-2020	2020-2021	2021-2022	2021-2022	Account		2022-2023	2022-2023	2022-2023	
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved	Adopted
FORFEITURE REVENUE FUND									
026-000 Revenue									
4,219	4,314	4,349	4,348	400100	Beginning Fund Balance	0	0	0	0
95	34	40	16	400400	Interest	0	0	0	0
0	0	0	0	402700	Refunds & Misc	0	0	0	0
0	0	1,000	0	406260	Local Forfeiture Revenue	0	0	0	0
4,314	4,348	5,389	4,364		Revenue Total	0	0	0	0
026-260 Expenditures									
0	0	5,389	4,364	606260	Local Forfeiture Revenue	0	0	0	0
0	0	5,389	4,364			0	0	0	0
4,314	4,348	5,389	4,364		FUND REVENUE	0	0	0	0
0	0	5,389	4,364		FUND EXPENDITURES	0	0	0	0
4,314	4,348	0	0		FUND TOTAL	0	0	0	0

2019-2020	2020-2021	2021-2022	2021-2022	Account		2022-2023	2022-2023	2022-2023
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved
								Adopted
REVOLVING LOAN FUND								
030-000 Revenue								
60,313	61,664	61,695	62,153	400100	Beginning Fund Balance	0	62,488	62,488
1,351	490	600	335	400400	Interest	0	400	400
0	0	0	0	405400	Loan Repayment	0	0	0
61,664	62,153	62,295	62,488		Revenue Total	0	62,888	62,888
030-300 Expenditures								
0	0	62,295	0	608100	Contract Services	0	62,888	62,888
0	0	62,295	0		Materials & Services	0	62,888	62,888
61,664	62,153	62,295	62,488		FUND REVENUE	0	62,888	62,888
0	0	62,295	0		FUND EXPENDITURES	0	62,888	62,888
61,664	62,153	0	62,488		FUND TOTAL	0	0	0

2019-2020	2020-2021	2021-2022	2021-2022	Account		2022-2023	2022-2023	2022-2023
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved
								Adopted
SOLID WASTE FUND								
031-000 Revenue								
189,185	196,255	201,290	199,179	400100	Beginning Fund Balance	0	198,886	198,886
4,237	1,559	1,700	1,082	400400	Interest	0	1,200	1,200
10,358	7,891	7,900	2,040	403950	User Fees	0	2,000	2,000
203,779	205,705	210,890	202,301		Revenue Total	0	202,086	202,086
031-310 Expenditures								
7,524	6,526	210,890	3,415	608100	Contract & Other Services	0	202,086	202,086
7,524	6,526	210,890	3,415		Materials & Services	0	202,086	202,086
203,779	205,705	210,890	202,301		FUND REVENUE	0	202,086	202,086
7,524	6,526	210,890	3,415		FUND EXPENDITURES	0	202,086	202,086
196,255	199,179	0	198,886		FUND TOTAL	0	0	0

2019-2020	2020-2021	2021-2022	2021-2022	Account		2022-2023	2022-2023	2022-2023
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved
				FOOTPATHS & BICYCLE TRAILS FUND				
				050-000	Revenue			
23,160	26,150	29,263	28,881	400100	Beginning Fund Balance	0	32,025	32,025
519	208	250	144	400400	Interest	0	200	200
2,472	2,523	3,000	3,000	402400	Oregon State Highway Tax	0	3,500	3,500
0	0	0	0	402700	Refunds & Misc	0	0	0
26,150	28,881	32,513	32,025		Revenue Total	0	35,725	35,725
				050-500	Expenditures			
0	0	32,513	0	620520	Systems	0	35,725	35,725
0	0	32,513	0		Capital Outlay	0	35,725	35,725
26,150	28,881	32,513	32,025		FUND REVENUE	0	35,725	35,725
0	0	32,513	0		FUND EXPENDITURES	0	35,725	35,725
26,150	28,881	0	32,025		FUND TOTAL	0	0	0

2019-2020	2020-2021	2021-2022	2021-2022	Account		2022-2023	2022-2023	2022-2023	
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved	Adopted
SYSTEMS DEVELOPMENT FUND									
060-000 Revenue									
528,212	576,399	656,800	652,539	400100	Beginning Fund Balance	0	822,650	822,650	822,650
11,829	4,578	5,000	3,356	400400	Interest	0	4,000	4,000	4,000
0	0	0	0	402700	Refunds & Misc	0	0	0	0
16,201	38,974	10,400	96,788	405000	Water SDCs	0	15,000	15,000	15,000
10,400	23,167	10,400	47,669	405025	Wastewater SDCs	0	15,000	15,000	15,000
4,841	4,529	2,000	6,464	405050	Storm Drainage SDCs	0	2,000	2,000	2,000
4,917	4,891	2,000	15,834	405075	Transportation SDCs	0	2,000	2,000	2,000
576,399	652,539	686,600	822,650		Revenue Total	0	860,650	860,650	860,650
060-600 Expenditures									
0	0	446,400	0	620600	Water Systems	0	542,200	542,200	542,200
0	0	173,400	0	620610	Wastewater Systems	0	227,500	227,500	227,500
0	0	32,000	0	620620	Storm Drain Systems	0	38,000	38,000	38,000
0	0	34,800	0	620630	Transportation Systems	0	52,950	52,950	52,950
0	0	686,600	0		Capital Outlay	0	860,650	860,650	860,650
576,399	652,539	686,600	822,650		FUND REVENUE	0	860,650	860,650	860,650
0	0	686,600	0		FUND EXPENDITURES	0	860,650	860,650	860,650
576,399	652,539	0	822,650		FUND TOTAL	0	0	0	0

2019-2020	2020-2021	2021-2022	2021-2022	Account		2022-2023	2022-2023	2022-2023
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved
								Adopted
GRANT FUND								
065-000 Revenue								
102,004	98,527	98,776	152,968	400100	Beginning Fund Balance	0	512,568	512,568
2,284	783	820	580	400400	Interest	0	650	650
0	20	0	1,100	402700	Refunds & Misc	0	0	0
3,900	106,277	90,000	90,000	405250	Grants	0	1,350,000	1,350,000
0	0	15,000	10,000	405270	Planning Grants	0	15,000	15,000
0	0	370,000	404,466	405280	American Rescue Plan	0	404,466	404,466
0	0	0	0	401000	Transfer From General Fund		325,000	325,000
0	0	0	0	405330	Explorer Program	0	0	0
108,188	205,607	574,596	659,114		Revenue Total	0	2,607,684	2,607,684
065-650 Expenditures								
9,661	571	9,429	1,155	605250	Grants	0	49,659	49,659
0	6,099	50,000	61,484	605260	Main St Program	0	65,932	65,932
0	0	75,000	0	605270	Planning Grants	0	75,000	75,000
0	0	370,000	0	605280	American Rescue Plan Expenses	0	0	0
0	0	0	0	605330	Explorer Program	0	0	0
9,661	6,670	504,429	62,639		Materials & Services	0	190,591	190,591
0	0	2,167	0	625250	Grants	0	0	0
0	0	0	0	625340	ODOT Grants	0	1,625,000	1,625,000
0	0	38,000	0	625350	Petroleum Trust	0	38,000	38,000
0	0	30,000	8,907	625370	Drinking Water Source Protect	0	21,093	21,093
0	45,969	0	0	605380	Electric Vehicle Charging	0	0	0
0	45,969	70,167	8,907		Capital Outlay	0	1,684,093	1,684,093
0	0	0	75,000	630300	Transfer to General Fund	0	240,000	240,000
0	0	0	0	631900	Transfer to Sewer Reserve	0	418,000	418,000
0	0	0	0	631960	Transfer to Bldg/Prop Reserve	0	75,000	75,000
0	0	0	75,000		Transfers		733,000	733,000
108,188	205,607	574,596	659,114		FUND REVENUE	0	2,607,684	2,607,684
9,661	52,639	574,596	146,546		FUND EXPENDITURES	0	2,607,684	2,607,684
98,527	152,968	0	512,568		FUND TOTAL	0	0	0

2019-2020	2020-2021	2021-2022	2021-2022	Account		2022-2023	2022-2023	2022-2023
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved
				STABILIZATION FUND				
				075-000	Revenue			
950,640	470,688	484,042	483,781	400100	Beginning Fund Balance	0	484,561	484,561
21,290	3,739	4,000	2,730	400400	Interest	0	3,000	3,000
0	0	0	0	400500	Transfer from Sewer	0	0	0
0	0	0	0	400600	Transfer from Water	0	0	0
0	0	0	0	401000	Transfer from General Fund	0	0	0
0	0	0	0	401170	Transfer from Public Works	0	0	0
3,665	12,213	10,000	0	402700	Refunds & Misc	0	10,000	10,000
0	0	0	0	405400	Loan Proceeds	0	0	0
975,595	486,640	498,042	486,511		Revenue Total	0	497,561	497,561
				075-750	Expenditures			
1,039	2,859	3,500	1,950	608500	Employee Appreciation	0	3,500	3,500
500,000	0	244,542	0	608600	Retirement Expenses	0	244,061	244,061
3,868	0	50,000	0	608700	Insurance Expenses	0	50,000	50,000
0	0	200,000	0	608800	Revenue Stabilization	0	200,000	200,000
504,907	2,859	498,042	1,950		Materials & Services	0	497,561	497,561
0	0	0	0	630300	Transfer to General Fund	0	0	0
0	0	0	0	630700	Transfer to Sewer Fund	0	0	0
0	0	0	0		Transfers	0	0	0
975,595	486,640	498,042	486,511		FUND REVENUE	0	497,561	497,561
504,907	2,859	498,042	1,950		FUND EXPENDITURES	0	497,561	497,561
470,688	483,781	0	484,561		FUND TOTAL	0	0	0

2019-2020	2020-2021	2021-2022	2021-2022	Account		2022-2023	2022-2023	2022-2023
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved
								Adopted
					PUBLIC SAFETY BUILDING			
					REMODEL FUND			
				080-000	Revenue			
0	0	0	0	0 400100	Beginning Fund Balance	0	0	0
0	0	0	0	0 400400	Interest	0	0	0
0	0	0	0	0 405250	Grants	0	2,007,132	2,007,132
0	0	0	0	0 405400	Proceeds from Loan	0	0	0
0	0	0	0		Revenue Total	0	2,007,132	2,007,132
				080-850	Expenditures			
0	0	0	0	0 620500	Equipment	0	0	0
0	0	0	0	0 620560	Construction Costs	0	1,694,019	1,694,019
0	0	0	0	0 620570	Contracts & Services	0	313,113	313,113
0	0	0	0		Capital Outlay	0	2,007,132	2,007,132
0	0	0	0		FUND REVENUE	0	2,007,132	2,007,132
0	0	0	0		FUND EXPENDITURES	0	2,007,132	2,007,132
0	0	0	0		FUND TOTAL	0	0	0

2019-2020	2020-2021	2021-2022	2021-2022	Account		2022-2023	2022-2023	2022-2023
Actuals	Actuals	Adopted	Est Actuals	Number	Description	FTE	Proposed	Approved
								Adopted
WATER CONSTRUCTION FUND								
				085-000	Revenue			
55,414	54,471	0	0	400100	Beginning Fund Balance	0	0	0
57	1,549	0	0	400400	Interest	0	0	0
0	0	0	0	402700	Refunds & Misc	0	0	0
0	0	0	0	404000	Seal Rock Payment	0	0	0
55,471	56,020	0	0		Revenue Total	0	0	0
085-850 Expenditures								
1,000	56,020	0	0	620520	Systems	0	0	0
1,000	56,020	0	0		Materials & Services	0	0	0
0	0	0	0	630600	Transfer to Water	0	0	0
0	0	0	0		Transfers	0	0	0
55,471	56,020	0	0		FUND REVENUE	0	0	0
1,000	56,020	0	0		FUND EXPENDITURES	0	0	0
54,471	0	0	0		FUND TOTAL	0	0	0