



City Hall – Council Chambers  
206 N. Main Street  
Toledo, Oregon 97391  
6:00 p.m.

TOLEDO CITY COUNCIL  
**Work Session – also via Zoom Meeting Platform**  
October 25, 2023

**Virtual Meeting:** The City Council will hold the meeting for the City Council and staff in person as well as through the Zoom video meeting platform. The public is encouraged to attend the meeting electronically. Visit the meetings page on the city website for details including meeting login information.

**Public Comments:** The City Council may take limited verbal comments during the meeting. Written comments may be submitted by email to [lisa.figueroa@cityoftoledo.org](mailto:lisa.figueroa@cityoftoledo.org) 3:00 p.m. the day of the meeting to be included in the record. Comments received will be shared with the City Council and included in the record.

1. **Call to Order, Pledge of Allegiance and roll call**
2. **Proclamations/Presentations**  
Presentation – Arc of Benton County
3. **Visitors/Public Comment**  
(The public comment period provides the public with an opportunity to address the City Council regarding items not on the agenda. Please limit your comments to three (3) minutes).
4. **Consent Agenda**
  - Minutes from the regular meeting held August 2 and the Town Hall held on October 4, 2023
5. **Discussion Items**  
There are no items for consideration
6. **Decision Items**
  - Letter to Lincoln County Board of Commissioners
  - City Attorney revised contract
  - Resolution No 1534, a resolution recognizing grant revenue and making appropriations for spending for Fiscal Year 2023-2024
  - Resolution No. 1535, a resolution authorizing signers on the City bank accounts
  - Consideration to cancel upcoming City Council meeting(s)
  - Appointing a Council member to the Toledo Chamber of Commerce Board of Directors
7. **Reports and Comments**
  - Committee updates
  - Correspondence to Council

8. **Adjournment**

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

**TOLEDO CITY COUNCIL  
REGULAR MEETING  
August 2, 2023**

**1. CALL TO ORDER**

Mayor Rod Cross called the meeting to order at 6:00 p.m. also via Zoom in Toledo, Oregon.

Present	Absent	
X		Mayor Rod Cross
X		Council President Betty Kamikawa
X		Councilor Jackie Kauffman
X		Councilor Tracy Mix
X		Councilor Kim Bush
X		Vacant
		Vacant

Staff present: City Manager (CM) Judy Richter, City Recorder (CR) Lisa Figueroa, Police Chief (PC) Michael Pace, Fire Chief (FC) Larry Robeson

The Council recessed at 6:07 p.m. and reconvened at 6:10 p.m.

**2. PROCLAMATIONS/PRESENTATIONS**

**Presentation – Fire Department**

FC presented an award on behalf of the Veteran’s of Foreign Wars to firefighter Robert Woods for his performance improvement. He also presented a promotion to employee Daniel Morford from Lieutenant to Captain.

**3. VISITORS/PUBLIC COMMENT**

There were no comments.

**4. CONSENT AGENDA**

**Minutes from the regular meeting held June 21, 2023 and the work session held July 26, 2023**

**Motion** – It was moved and seconded (Kauffman/Mix) to approve the consent agenda as presented and the motion carried unanimously.

**5. DISCUSSION ITEMS**

There were no items for discussion.

**6. DECISION ITEMS**

**Approval of Bilingual Adult Outreach Librarian Position**

CM Richter presented the council report. She said it is a new position for the library, however was included in the budget and fully funded. She indicated while the primary focus will be at the library, the position will be available to the other departments as needed for translation services.

1 **Motion** – It was moved and seconded (Kauffman/Kamikawa) to approve the addition of Bilingual  
2 Adult Outreach Librarian to the Library Staff on a part-time basis and the motion carried  
3 unanimously.  
4

5 **7. REPORTS AND COMMENTS**

6 FC Robeson and PC Pace provided updates on department activities including National Night Out,  
7 which was held on August 1.  
8

9 CM Richter indicated she started on the audit.  
10

11 Councilor Mix commented on National Night Out and said she spoke to a lot of individuals about  
12 community events and the vacancies on the Council. She mentioned there is a potential safety  
13 hazard at the end of Memorial Field bleachers and inquired whether there is a way to secure the  
14 bleachers.  
15

16 CP Kamikawa indicated there will be a Recycle Conference in October at the Salishan Resort. She  
17 noted there is a new program to remove recreational vehicles in the County, which will provide  
18 vouchers to property owners, and could provide more information at a later date. She notified the  
19 Council that her house has been sold and is expected to move out of state in September.  
20

21 Mayor Cross reported he will be at the Oregon Mayor’s Association conference in September,  
22 where they will continue to discuss the homeless issue. He said will resume ‘Coffee with the  
23 Mayor’ in September.  
24

25 **8. ADJOURNMENT**

26 The meeting adjourned at 6:32 p.m.  
27

28 Approve:

Attest:

29  
30  
31 \_\_\_\_\_  
32 Mayor Rod Cross

\_\_\_\_\_  
City Recorder Lisa Figueroa

**TOLEDO CITY COUNCIL**  
**TOWN HALL**  
October 04, 2023  
6:00 p.m.

**1. CALL TO ORDER**

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

Present	Absent	
X		Mayor Rod Cross
X		Council President Kim Bush
	X	Councilor Jackie Kauffman
X		Councilor Tracy Mix
X		Councilor Frank Silvia
X		Councilor Stu Strom
X		Councilor Jackie Burns

Staff present: City Manager (CM) Doug Wiggins, Police Sergeant Aaron Pitcher, Library Director (LD) Deborah Trusty, City Recorder (CR) Lisa Figueroa, and City Attorney (CA) Mike Adams

Council members provided updates to the public on topics including:

- City Council Goals
- Presentation of the City Budget
- Art Toledo program update
- 2023 Bond Measure

Following the presentations, the Council answered questions from the public.

**Adjournment:**

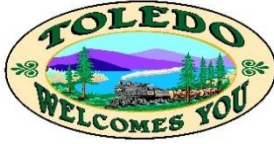
The Town Hall adjourned at 7:45 p.m.

Approve:

Attest:

\_\_\_\_\_  
Mayor Rod Cross

\_\_\_\_\_  
City Recorder Lisa Figueroa



**City of Toledo**  
**City Council**  
206 N. Main St  
PO Box 220  
Toledo, OR 97391

October 25, 2023

Lincoln County Board of Commissioners  
225 W Olive St #110  
Newport, OR 97365

To the Lincoln County Commissioners,

It has been brought to our attention that two of our tourist related non-profits, the Toledo History Center and the Yaquina Pacific Railroad Historical Society, have been essentially threatened with closure due to lack of funding and administrative obstacles placed on them by the County Administration. Both of these entities are clearly tourist related, and as such, should receive funding from the County's Transient Lodging Tax receipts.

The combined "offering" from the County of less than \$40,000 for these non-profits is a clear slap in the face for our hard working volunteers. Also, the added requirements for things not in their normal purview is another added burden to an already stretched thin staff and volunteer base.

The County, as stated in a report dated May 17 of this year, has collected over \$3.7 million dollars of Transient Lodging Tax through the first three quarters of the current fiscal year. These are record returns on these tax dollars, and the percentage of the expected revenue of over \$4.625 million, even if all of this is at a 50/50 split, the \$40,000 is less than 1.9% of those dedicated tax dollars.

If the argument is that the City should spend more of its Transient Lodging Tax, we guarantee we would if we had any. We currently have ONE Short-term Rental within the city. Also, you proudly support the Oregon Coast Aquarium (located in Newport) that already receives a portion of that city's Transient Lodging Tax.


These museums contribute not just to tourism but the vitality of this part of Lincoln County's history and heritage. We strongly urge you to reconsider your funding and administrative requirements for not just our small efforts, but for all of those other small non-profits that promote the history of our county.

On behalf of the Toledo City Council,

Rod Cross, Mayor  
City of Toledo

Cc: File

**CITY OF TOLEDO  
REQUEST FOR COUNCIL ACTION**

	<b>Meeting Date:</b>	<b>Agenda Topic:</b>
	October 25, 2023	City Attorney revised contract
<b>Council Goal:</b>	<b>Agenda Type:</b>	
Not Applicable	Decision Items	
<b>Prepared by:</b>	<b>Reviewed by:</b>	<b>Approved by:</b>
City Attorney M. Adams	City Manager Doug Wiggins	City Manager Doug Wiggins

**Recommendation:**

Motion to approve the City Attorney contract with the negotiated changes and authorizing Mayor Cross to sign the document.

**Background:**

Mike Adams, City Attorney, last bargained his contract in 2015 when he began with the City. Since that time, the City Attorney landscape has changed greatly. Mike is asking Council to review the negotiated contractual changes to his 2015 contract and allow the document to be signed by the Mayor effecting continued employment with the City of Toledo.

<b>Fiscal Impact:</b>	<b>Fiscal Year:</b>	<b>GL Number:</b>
\$9,000 + Benefits	2023-2024	001-100-500082 012-120-500082 012-125-500082 013-130-500082 013-135-500082 011-110-500082

**Attachment:**

1. City Attorney Contract

## CITY OF TOLEDO EMPLOYMENT AGREEMENT

**THIS AMENDED AGREEMENT**, made and entered into on \_\_\_\_\_, by and between the City of Toledo, hereinafter referred to as "City" and Michael Adams, herein after referred to as "City Attorney/City Planner" or "Employee".

### RECITALS

**WHEREAS**, the City desires to hire the City Attorney/City Planner and the Employee is willing and able to work; and

**WHEREAS**, City and City Attorney/City Planner desire a written employment agreement, serving as a basis for effective communication, and avoiding misunderstanding; and

**WHEREAS**, it is the desire of the City to:

- (1) Secure and retain the services of the City Attorney/City Planner and to provide inducement for him to remain in such employment,
- (2) Make possible full work productivity by assuring City Attorney/City Planner's morale and peace of mind with respect to future security,
- (3) Provide a just means for terminating City Attorney/City Planner's services at such time as he may be unable to fully discharge his duties or when City may otherwise desire to terminate his employ; now therefore

In consideration of the mutual covenants herein contained and for consideration herein specified, the City and City Attorney/City Planner mutually agree:

### SECTION 1. DUTIES

1.1.1 City hereby agrees to employ Michael Adams as City Attorney/City Planner to perform the functions and duties of City Attorney/City Planner consistent with state law and city charter and ordinances, including but not limited to the following:

1.1.2 Provide general counsel/legal services to the City,

1.1.3 Work under general direction of the City Council as City Attorney and work under the direction of the City Manager as City Planner,

1.1.4 Maintain effective working relationships with members of the City Council, City staff, other public/private officials and members of the general public; the City Attorney/City Planner must be fair, politically impartial (through politically sensitive), objective without being patronizing, professional, friendly, relaxed and conscientious about carrying out assignments in a timely manner.

1.1.5 Attend City Council and City Planning meetings, as needed and other meetings upon request.

1.1.6 Provide advice on land use interpretation,

1.1.7 Advise the City Council and City Staff on legal issues, either in the form of written opinions or oral advice,

1.1.8 Draft, review and approve ordinances and resolutions,

1.1.9 Review and approve all contracts and legal documents,

1.1.10 Draft documents of a legal nature, including but not limited to deeds, easements, contracts, and other agreements,

1.1.11 Minimize the exposure of the City to liability and legal expense,

1.1.12 Supervise any other legal counsel hired by the City or entities authorized by the City to provide legal defense on the City's behalf,

1.1.13 Supervise and provide assistance, advice and coordination as may be requested to other legal counsel as may be employed to assist the City,

- 1.1.14 Prosecute cases, as needed, in Municipal Court,
- 1.1.15 Review City Council packet material and comment as needed,
- 1.1.16 Coordinate with other agencies when needed,
- 1.1.17 Perform legal work pertaining to real property acquisitions, property disposal, public improvements, public rights of way and easements, and matters relating to assessment districts and public utilities,
- 1.1.18 Monitor pending and current State/Federal legislation and case law that could apply to the City
- 1.1.19 Perform any other legally permissible and proper duties and functions as the City Council and City Manager shall from time to time assign.
- 1.1.20 Answer public requests for information and proposals concerning current city zoning and comprehensive plan.
- 1.1.21 Review applications for land divisions, conditional uses, variances, and zoning ordinance amendments for completeness.
- 1.1.22 Prepare notices and staff reports as required for Planning Commission and the City Council. Make public presentations and give oral staff reports for Planning Commission and City Council meetings and hearings.
- 1.1.23 Review planning-related permit applications for compliance with city ordinances.
- 1.1.24 Prepare revisions of the comprehensive plan and development code as directed by the Planning Commission and City Council, or as approved by the City Manager.
- 1.1.25 Assist the city code enforcement officer in administration of zoning code enforcement procedures as needed, including responding to citizen complaints and inspecting properties for code compliance.
- 1.1.26 Prepare grant applications and conduct special planning studies and projects as assigned by the City Manager.
- 1.1.27 Provide the City Council and City Manager with timely progress reports on the status of legal and planning projects.
- 1.2 City Attorney/City Planner shall not be responsible for the supervision, activities, or responsibilities of other officers appointed by the City Council, who the City Council has designated to be under their direct supervision.

## **SECTION 2. TERM**

2.1 This Agreement is for an indefinite period, commencing on the date entered into as above-stated and continuing until such time that either party may terminate this Agreement in accordance with the terms of the Agreement.

## **SECTION 3. PROBATION, TERMINATION, AND RESIGNATION**

3.1 **Probationary Period.** The City Attorney/City Planner's probationary period has been satisfied.

3.2 **Termination without Cause.** Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Mayor, with the consent of the City Council and in accordance with the City Charter, from terminating the services of the City Attorney, and otherwise dismissing him from employment, at any time, without the showing of any cause.

3.3 **Termination with Cause.** Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Mayor, with the consent of the City Council and in accordance with the City Charter, from terminating the services of the City Attorney, and otherwise dismissing him from employment, at any time for cause, including but not limited to his indictment for an illegal act or for the loss of his Oregon State Bar License.

3.4 **Resignation.** In the event the City Attorney/City Planner wishes to voluntarily resign his



position, he shall be required to give the City at least forty-five (45) days written notice of such intention. The City Attorney/City Planner will cooperate in every way with the smooth and normal transfer to the newly appointed attorney/planner. Further, the City Attorney/City Planner will be available for consultation concerning ongoing legal matters and will not in any way jeopardize the legal position of the City. Consultation or further legal services furnished by said City Attorney after term of employment has ended, due to resignation, shall be done on a fee basis which is mutually agreeable to the City and City Attorney. Failure by the City Attorney/City Planner to give proper advance notice may subject City Attorney/City Planner to loss of all accrued vacation and sick leave benefits.

#### **SECTION 4. SALARY, HOURS OF WORK, VACATION AND SICK LEAVE**

4.1 **Salary.** From the date of execution of this agreement, City agrees to pay City Attorney/City Planner an annual base compensation (salary) of \$119,568, while reducing hours to a minimum of thirty-six (36) hours per week. This one hundred and nineteen thousand and five hundred sixty eight dollar (\$119,568) salary is payable in the same installments and in the same manner as other employees are paid. The reduced required minimum hours of less than 40 hours per week will not impact PERS, Medical benefits, COLA's given to management, Holidays or any Leave accruals, which shall be paid or accrued as if Employee is working a full-time 40-hour week. In addition to the compensation set forth above the City Council agrees to provide City Attorney/City Planner with an annual increase effective July 1 of each fiscal year in an amount equal to the cost of living increase given to other management employees. Additional salary increases, if any, may be granted by the City Council based on the results of annual performance and goal setting evaluations. City Attorney/City Planner shall not earn overtime or compensatory time. Salary payments shall be subject to withholding, applicable taxes, FICA, and other deductions allowed or required by applicable law, and shall not be subject to reduction by the City.

4.2 **Hours of Work.** From the date of execution of this agreement, the City Attorney/City Planner shall work a minimum of thirty six (36) hours per week including time spent in City Council meetings, City Planning meetings and other City meetings, or the equivalent thereof in the event of a holiday. Any Holiday will cover the entire scheduled day. The City Attorney/City Planner work schedule shall be flexible and his hours shall be set by himself, including the ability to work a 4-9 or 3-8 with 1-12 (Wednesday) schedule. In recognition of extra hours as may be required, City Attorney/City Planner shall be entitled to management leave with accrual, accumulation and limitations consistent with City policies applicable to other employees of the City.

4.3 **PERS Retirement.** City agrees that the City Attorney/City Planner's total compensation shall include the City-paid pick-up of the employee's share of the PERS retirement contribution percentage. The parties agree that this component of the total compensation shall not be reduced.

4.4 **Insurance.** City Attorney/City Planner shall receive all insurance benefits accorded to non-represented managers within the city to include medical, vision, dental, life and disability insurance.

4.5 **Technology Stipend.** The City agrees to provide Employee with an additional monthly stipend of \$75 per month, or current stipend as set by the City Council for management, to offset the costs of use of a personal cell phone for city business.

4.6 **Car Allowance.** The City agrees to provide a monthly car allowance of three hundred dollars (\$300) per month to the Employee to offset the costs associated with use of a personal vehicle for City business.

4.7 **Paid Time Off.** The Employee shall be entitled to paid time off (holidays, sick leave, vacations and leaves of absences, bereavement leave, and other leave benefits) with accrual, accumulation and limitations consistent with City policies applicable to other employees of the

City.

4.8 **Dues and Subscriptions.** City agrees to pay for professional dues, malpractice insurance, continuing legal education, and subscriptions adequate to perform necessary official and other functions for the City.

4.9 **General Expenses.** The City recognizes that certain expenses are incurred for official and job affiliated functions for the City by City Attorney/City Planner and hereby agrees to reimburse or pay such general expenses on a monthly reimbursement basis upon receipt of statement or personal affidavit. If City Attorney/City Planner travels for City business City will reimburse City Attorney/City Planner as provided in the City's travel and training expenses policy for other employees.

4.10 **No Reduction of Benefits.** The City shall not at any time during the term of this agreement reduce the salary, compensation or other financial benefits of the City Attorney except to the degree of such a reduction across the board for all non-union employees of the City.

4.11 **Remote Work.** The City Attorney/City Planner shall be able to work remotely, with approval of the City Manager, but will be physically present, as public meetings or other in-person meetings require, for 1-2 days a week, including working remotely on Thursdays when there is not municipal court, and on Wednesdays when there is not a scheduled public meeting requiring attendance.

## **SECTION 5. ANNUAL PERFORMANCE AND GOAL SETTING EVALUATION**

5.1 The City shall conduct a performance evaluation of the City Attorney/City Planner at the end of the probationary period of six (6) months of service and annually on the anniversary of hire.

5.2 In the event the City determines that the performance of the City Attorney is unsatisfactory in any respect or needs significant improvement in any area, the City shall describe these concerns in writing and in reasonable detail or with specific examples in a manner that is objective and positive in nature. The City Attorney/City Planner shall be given a reasonable amount of time to respond to these concerns and to take corrective action.

## **SECTION 6. PROFESSIONAL LIABILITY /INDEMNIFICATION**

The City agrees that it shall defend, hold harmless, and indemnify the City Attorney/City Planner from all demands, claims, suits, actions, errors, or other omissions in legal proceedings brought against the City Attorney/City Planner in his individual capacity or in his official capacity, or in his official capacity as agent or employee of the City, provided the incident arose while the City Attorney/City Planner was acting within the scope of his employment. If in the good faith opinion of the City Attorney/City Planner, a conflict exists in regards to the defense of any such claim between the legal position of the City and the City Attorney/City Planner, the City Attorney/City Planner may engage counsel, in which event, the City shall indemnify the City Attorney/City Planner for the cost of legal counsel.

## **SECTION 7. GENERAL PROVISIONS**

7.1 **Other Terms and Conditions.** The City shall, by amendments to this Agreement, fix such other terms and conditions of employment, from time to time, as it may determine, relating to the performance by the City Attorney/City Planner with the Agreement of said City Attorney/City Planner, provided such terms and conditions are not inconsistent or in conflict with the provisions of this Agreement.

7.2 **Amendments.** Nothing shall restrict the ability of the City and City Attorney/City Planner to mutually and in writing amend or adjust the terms of this Agreement.

7.3 **Entire Agreement.** This Agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter of this Agreement and supersedes all prior

understandings and agreements, whether written or oral, among the parties with respect to such subject matter.

7.4 **Time of Essence.** Time is of the essence with respect to all dates and time periods set forth or referred to in this Agreement.

7.5 **Binding Effect.** This Agreement shall be binding on and inure to the benefit of the heirs at law and personal representative of City Attorney/City Planner.

7.6 **Attorney Fees.** In the event of any suit or action herein, the prevailing party in such suit or action shall be entitled to reasonable attorney's fees to be fixed by the trial court, and if an appeal is taken from the decision of the trial court, such further sum as may be fixed by the appellate court as reasonable attorney's fees in the appellate court, together with prevailing party costs and disbursements incurred therein.

7.7 **Applicable Law.** This Agreement is construed under the laws of the State of Oregon and the Charter of the city of Toledo.

7.8 **Severability.** It is understood and agreed that if any part, term, or provision of this Agreement is held by the courts to be illegal or in conflict with the laws of the State of Oregon, the validity of the remaining portion of the Agreement shall not be affected and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular part, term, or provision.

**IN WITNESS WHEREOF**, the City of Toledo, Lincoln County, Oregon has caused this Agreement to be signed and executed in its behalf by its Mayor, and the City Attorney/City Planner has signed and executed this Agreement, in duplicate, the day and year indicated herein.


\_\_\_\_\_  
Mayor Rod Cross

\_\_\_\_\_  
Michael E. Adams

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**CITY OF TOLEDO  
REQUEST FOR COUNCIL ACTION**

	<b>Meeting Date:</b>	<b>Agenda Topic:</b>
	<b>October 25, 2023</b>	Resolution No 1534, a resolution recognizing grant revenue and making appropriations for spending for Fiscal Year 2023-2024
<b>Council Goal:</b>	<b>Agenda Type:</b>	
Not Applicable	Decision Items	
<b>Prepared by:</b>	<b>Reviewed by:</b>	<b>Approved by:</b>
Fin. Director Amanda Carey	City Manager Doug Wiggins	City Manager Doug Wiggins

**Recommendation:**

Motion to adopt Resolution No. 1534 A Resolution of the Toledo City Council recognizing grant revenue and make appropriations for spending for the Fiscal Year 2023-2024.

**Background:**

The City of Toledo Library Department has been successful in securing \$2,000.00 in grants recently. Local Budget Law allows for specific purpose grants to be appropriated by resolution.

<b>Fiscal Impact:</b>	<b>Fiscal Year:</b>	<b>GL Number:</b>
<b>\$2,000.00</b>	<b>2023-2024</b>	<b>001-700-607500</b>

**Attachment:**

1. Resolution No. 1534

**CITY OF TOLEDO  
RESOLUTION NO. 1534**

**A RESOLUTION OF THE TOLEDO CITY COUNCIL RECOGNIZING GRANT REVENUE AND MAKING APPROPRIATIONS FOR SPENDING FOR FISCAL YEAR 2023-2024**

**WHEREAS**, Local Budget Law in ORS 294.338(2) allows for specific purpose grants to be appropriated by resolution; and

**WHEREAS**, The City of Toledo Library received grant money from the Oregon Community Foundation in the amount of \$2,000.00 to be used for the Umbrella Parade.

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

Section 1.		Was	Increased by
	General Fund Grants	001-000-405250	\$79,816
	Library Special Purchases	001-700-607500	\$2,500
			\$2,000.00
			\$2,000.00

Section 2. That this Resolution shall be effective immediately upon passage by the Toledo City Council.

That this resolution is hereby adopted by the Toledo City Council on this 25<sup>th</sup> day of October, 2023.


APPROVED

ATTEST

\_\_\_\_\_  
Mayor Rod Cross

\_\_\_\_\_  
City Recorder Lisa Figueroa

**CITY OF TOLEDO  
REQUEST FOR COUNCIL ACTION**

	<b>Meeting Date:</b>	<b>Agenda Topic:</b>
	<b>October 25, 2023</b>	Resolution No. 1535, a resolution authorizing signers on the City bank accounts
<b>Council Goal:</b>	<b>Agenda Type:</b>	
Not Applicable	Decision Items	
<b>Prepared by:</b>	<b>Reviewed by:</b>	<b>Approved by:</b>
Finance Director/Asst. CM A. Carey	City Manager Doug Wiggins	City Manager Doug Wiggins

**Recommendation:**

Motion to approve Resolution 1535, a resolution authorizing signers on the City bank accounts.

**Background:**

BMO Bank has changed their procedure to change signers on the City’s bank account. Due to recent personnel changes, staff is bringing the request to update signers in the form of a resolution (attached).

<b>Fiscal Impact:</b>	<b>Fiscal Year:</b>	<b>GL Number:</b>
N/A	2023-2024	N/A

**Attachment:**

1. Resolution No. 1535

**CITY OF TOLEDO  
RESOLUTION NO. 1535**

**A RESOLUTION OF THE TOLEDO CITY COUNCIL AUTHORIZING SIGNERS ON THE CITY BANK ACCOUNTS**

**WHEREAS**, The City of Toledo banks with BMO, which has changed their policy and procedures on adding and removing signers from the City’s bank accounts; and

**WHEREAS**, it is now necessary to change authorized signers on the City bank accounts by resolution with the following banks due to the change in the City Manager and Finance Director positions.

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

Section 1. That the following persons are authorized signers and whose signatures appear above the respective authorized offices as follows:

**BMO Bank**

---

Rodney Cross, Mayor

---

Douglas Wiggins, City Manager

---

Amanda Carey, Finance Director/Assistant City Manager

---

Lisa Figueroa, Executive Assistant/City Recorder

---

Cynthia Oleman, Accounting Supervisor

**Local Government Investment Pool**

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Douglas Wiggins, City Manager

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Amanda Carey, Finance Director/Assistant City Manager

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---

Lisa Figueroa, Executive Assistant/City Recorder

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Cynthia Oleman, Accounting Supervisor

Section 2. That the following persons are removed as signers from the respective banks as follows:

**BMO Bank**

Judy Richter, Finance Director/ Assistant City Manager  
Janet Elmore, Utility Billing Clerk

**Local Government Investment Pool**

Judy Richter, Finance Director/ Assistant City Manager

Section 3. That this Resolution shall be effective immediately upon passage by the Toledo City Council.

That this resolution is hereby adopted by the Toledo City Council on this \_\_ day of \_\_\_\_\_, 2023.

APPROVED

ATTEST

---


Mayor Rod Cross

---

City Recorder Lisa Figueroa



**CITY OF TOLEDO  
REQUEST FOR COUNCIL ACTION**

	<b>Meeting Date:</b>	<b>Agenda Topic:</b>
	October 25, 2023	Consideration to cancel upcoming City Council meeting(s)
<b>Council Goal:</b>	<b>Agenda Type:</b>	
Not Applicable	Decision Items	
<b>Prepared by:</b>	<b>Reviewed by:</b>	<b>Approved by:</b>
City Recorder L. Figueroa	City Manager Doug Wiggins	City Manager Doug Wiggins





**Recommendation:**

Seeking consensus or a motion to cancel the November and December work sessions.

**Background:**

The November and December work sessions are in close proximity to the holidays. Typically the Council cancelled the work sessions near the holidays of Thanksgiving and Christmas. Staff is seeking a decision to cancel those meetings in the form of a motion or by consensus. The calendar below is for reference.

NOVEMBER							DECEMBER						
S	M	T	W	Th	F	Sat	S	M	T	W	Th	F	Sat
												1	2
			1	2	3	4	3	4	5	6	7	8	9
5	6	7	8	9	10	11	10	11	12	13	14	15	16
12	13	14	15	16	17	18	17	18	19	20	21	22	23
19	20	21	22	23	24	25	24	25	26	27	28	29	30
26	27	28	29	30			31	Jan 1					


-  Holidays - City Hall offices closed
-  # 6:00 p.m. City Council scheduled Meeting/Work Session (1st, 3rd & 4th Wednesdays)
-  # 7:00 p.m. Planning Commission Meeting (2nd Wednesday)
-  Packet Prep & Delivery day

<b>Fiscal Impact:</b>	<b>Fiscal Year:</b>	<b>GL Number:</b>
N/A	2023-2024	N/A

**Attachment:**

None

**CITY OF TOLEDO  
REQUEST FOR COUNCIL ACTION**

	<b>Meeting Date:</b>	<b>Agenda Topic:</b>
	October 25, 2023	Appointing a Council member to the Toledo Chamber of Commerce Board of Directors
<b>Council Goal:</b>	<b>Agenda Type:</b>	
Not Applicable	Decision Items	
<b>Prepared by:</b>	<b>Reviewed by:</b>	<b>Approved by:</b>
City Recorder L. Figueroa	City Manager Doug Wiggins	City Manager Doug Wiggins

**Recommendation:**

Seeking a consensus or motion to appoint a Council member to the Chamber of Commerce Board of Directors.

**Background:**

The Chamber of Commerce (Chamber) requested a City Council member serve on their Board of Directors. At the time of preparing this report, the schedule and frequency of the Chamber’s Board meetings was unknown, but can be provided at the meeting for consideration.

<b>Fiscal Impact:</b>	<b>Fiscal Year:</b>	<b>GL Number:</b>
N/A	2023-2024	N/A

**Attachment:**

None

## Memorandum

**To:** Doug Wiggins, Director  
Toledo Urban Renewal District

**From:** Christine L. Taylor

**Subject:** Toledo Urban Renewal Plan

**Date:** October 19, 2023

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### Introduction and Question Presented

The Toledo Urban Renewal Plan's (the "Plan") urban renewal area (the "Area") includes property that was under a Strategic Investment Program ("SIP") abatement at the time the Plan was adopted (the "SIP Property"). Lincoln County (the "County") is now requesting that the City of Toledo (the "City") amend the Plan's Area to remove the SIP Property. You have asked our firm to analyze whether the City is legally required to do so.

### Short Answer

We are not aware of any requirement under Oregon law that the City must remove the SIP Property from the Plan's Area.

### Background

The Urban Renewal Agency for the City of Toledo (the "URA") proposed the Plan, and the City Council voted to adopt the Plan on August 25, 2021, by Ordinance No. 2021-1397. The Plan's Area includes the SIP Property—a portion of Georgia-Pacific property that is also the site of the Juno Technology Plant (the "Plant"). The SIP Property was under a SIP abatement at the time that the Plan was adopted.

The Plan includes two public building projects as defined in ORS 457.010(13), and, therefore, required the concurrence of at least three of the four taxing districts that are estimated to forgo the most property tax revenue as computed in the report accompanying the Plan (ORS 457.089(3)). Specifically, the City of Toledo, the Greater Toledo Pool District, and the Lincoln County School District are three of the four taxing districts estimated to forgo the most property tax revenue. The City of Toledo, the Greater Toledo Pool District, and the Lincoln County School District all passed resolutions concurring with the Plan's inclusion of the public

building projects on August 4, 2021; August 9, 2021; and August 10, 2021, respectively (see Attachments A, B, and C to this Memorandum).

The Plan's Area also extends beyond the boundaries of the City to include property located in unincorporated Lincoln County. Under ORS 457.105, therefore, the Plan required approval by the County. The County approved the Plan in accordance with ORS 457.105 on August 9, 2021 (see Attachment D to this Memorandum).

Sometime in 2023, the County Administrator contacted the City's Mayor to request that the City amend the Plan's Area to remove the property containing the Plant. The County Administrator also shared a memorandum, dated March 12, 2023, with the City. The County Administrator's memorandum outlines the reasons the County is requesting a Plan amendment. In summary, because the Plan's Area includes the Plant, the County will lose certain property tax revenue associated with the Plant to the URA. The County Administrator has not provided any authority that would require the City to amend the Plan.

### **Analysis**

Oregon's SIP is governed by statute and administrative rule. ORS 285C.600–635 governs the SIP, generally, and ORS 301.125 governs assessment and taxation of real and personal property that the Oregon Business Development Commission has determined is an eligible SIP project. OAR 123-623 clarifies, specifies, and establishes procedures, standards, and criteria for operation of the SIP under both ORS 285C.600–635 and 307.123. In our review of these statutes and administrative rules, nothing suggests that a SIP cannot be included in an urban renewal area.

Furthermore, Oregon's statutes governing urban renewal prohibit direct or collateral attacks on urban renewal plan adoptions after 90 days. Specifically, ORS 457.135 states as follows:

“After October 3, 1979, any urban renewal plan purported to be adopted in conformance with applicable legal requirements shall be conclusively presumed valid for all purposes 90 days after adoption of the plan by ordinance of the governing body of the municipality. No direct or collateral attack on the action may thereafter be commenced.”

As set forth above, the Plan appears to have been proposed and adopted in accordance with the requirements of ORS 457.010 and ORS 457.105, including County approval of the Plan (which included a description of the Plan's Area). Additionally, more than 90 days have passed



since the adoption of the Plan by Ordinance No. 2021-1397. Under ORS 457.135, the Plan is presumed valid, and the County cannot bring an action to attack the Plan for its inclusion of the SIP Property.

### **Conclusion**

In our review of the Oregon statutes and administrative rules discussed above, nothing prevents the URA from including the SIP Property in the Plan's Area. And, under ORS 457.135, attacks on the Plan are prohibited. The County, therefore, may request that the City amend the Plan to remove the SIP Property from the Plan's Area, but we are not aware of any legal requirement that the City do so.

### **Attachments**

**Attachment A**

**CITY OF TOLEDO  
RESOLUTION NO. 1471**

**A RESOLUTION OF THE TOLEDO CITY COUNCIL CONCURRING WITH TWO PUBLIC BUILDING PROJECTS IN THE TOLEDO URBAN RENEWAL PLAN**

**WHEREAS**, the Urban Renewal Agency of the City of Toledo (Agency) as the duly designated Urban Renewal Agency for the City of Toledo, Oregon (City) is proposing the Toledo Urban Renewal Plan (Plan); and

**WHEREAS**, the Agency is recommending the inclusion of two public building projects as defined in ORS 457.010 (13); and

**WHEREAS**, the public building projects are the relocation of the City's Public Safety facility and improvements to the existing City Hall as described in the Plan attached hereto as **Exhibit A** and the Report Accompanying the Plan (Report), attached hereto as **Exhibit B**; and

**WHEREAS**, the inclusion of a public building project must be approved by three (3) of the four (4) taxing districts estimated to forego the most property tax revenue as computed in the Report as stipulated in ORS 457.089(3); and

**WHEREAS**, the City is one of the four (4) taxing districts estimated to forego the most property tax revenue as computed in the Report Accompanying the Plan.

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

Section 1. The City of Toledo concurs with the inclusion of the relocation of the Toledo Public Safety facility in the Toledo Urban Renewal Plan.

The City of Toledo concurs with the inclusion of the improvements to the Toledo City Hall in the Toledo Urban Renewal Plan.


Section 2. That this Resolution shall be effective immediately upon passage by the Toledo City Council.

That this Resolution is hereby adopted by the Toledo City Council this 4<sup>th</sup> day of August 2021.

APPROVED

ATTEST

  
\_\_\_\_\_  
Mayor Rod Cross

  
\_\_\_\_\_  
City Recorder Lisa Figueroa

**Attachment B**

**RESOLUTION 2021-03**

**A RESOLUTION OF THE GREATER TOLEDO POOL DISTRICT CONCURRING WITH TWO PUBLIC BUILDING PROJECTS IN THE TOLEDO URBAN RENEWAL PLAN**

**WHEREAS**, the Urban Renewal Agency of the City of Toledo (the "Agency") as the duly designated Urban Renewal Agency for the City of Toledo, Oregon ("City") is proposing the Toledo Urban Renewal Plan (the "Plan"); and

**WHEREAS**, the Agency is recommending the inclusion of two public building projects as defined in ORS 457.010 (13); and

**WHEREAS**, the public building projects are the relocation of the City's Public Safety facility and improvement to the existing City Hall as described in the Plan attached hereto as Exhibit A and the Report Accompanying the Plan (the "Report"), attached hereto as Exhibit B; and

**WHEREAS**, the inclusion of a public building project must be approved by three of the four taxing districts estimated to forego the most property tax revenue as computed in the Report as stipulated in ORS 457.089(3); and

**WHEREAS**, the Greater Toledo Pool District is one of the four taxing districts estimated to forego the most property tax revenue estimated to forego the most property tax revenue as computed in the Report Accompanying the Plan.

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

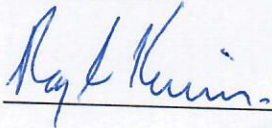
**Section 1.** The Greater Toledo Pool District concurs with the inclusion of the relocation of the City of Toledo Public Safety facility in the Toledo Urban Renewal Plan.

The Greater Toledo Pool District concurs with the inclusion of the improvements to the City of Toledo City Hall in the Toledo Urban Renewal Plan.


**Section 2.** This Resolution shall be effective upon its approval and adoption.

This Ordinance adopted by the Greater Toledo Pool District this 9<sup>th</sup> day of August 2021.

APPROVED:

  
\_\_\_\_\_

ATTEST:

  
\_\_\_\_\_

Attachment C

RESOLUTION 2021/22-3

**A RESOLUTION OF THE LINCOLN COUNTY SCHOOL DISTRICT CONCURRING WITH TWO PUBLIC BUILDING PROJECTS IN THE TOLEDO URBAN RENEWAL PLAN**

**WHEREAS**, the Urban Renewal Agency of the City of Toledo (the "Agency") as the duly designated Urban Renewal Agency for the City of Toledo, Oregon ("City") is proposing the Toledo Urban Renewal Plan (the "Plan"); and

**WHEREAS**, the Agency is recommending the inclusion of two public building projects as defined in ORS 457.010 (13); and

**WHEREAS**, the public building projects are the relocation of the City's Public Safety facility and improvement to the existing City Hall as described in the Plan attached hereto as Exhibit A and the Report Accompanying the Plan (the "Report"), attached hereto as Exhibit B; and

**WHEREAS**, the inclusion of a public building project must be approved by three of the four taxing districts estimated to forego the most property tax revenue as computed in the Report as stipulated in ORS 457.089(3); and

**WHEREAS**, the Lincoln County School District is one of the four taxing districts estimated to forego the most property tax revenue estimated to forego the most property tax revenue as computed in the Report Accompanying the Plan.

**NOW, THEREFORE, LINCOLN COUNTY SCHOOL DISTRICT RESOLVES AS FOLLOWS:**

**Section 1.** The Lincoln County School District concurs with the inclusion of the relocation of the City of Toledo Public Safety facility in the Toledo Urban Renewal Plan.

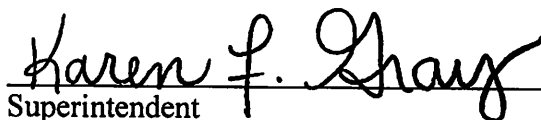
The Lincoln County School District concurs with the inclusion of the improvements to the City of Toledo City Hall in the Toledo Urban Renewal Plan.

**Section 2.** This Resolution shall be effective upon its approval and adoption.

This Resolution adopted by the Lincoln County School District this 10<sup>TH</sup> day of August 2021.

Board Chair

Superintendent





**Attachment D**

**BEFORE THE BOARD OF COMMISSIONERS  
FOR THE COUNTY OF LINCOLN, OREGON**

**In the Matter of** )  
 ) **RESOLUTION #** 21-18-9A  
Approving the Toledo Urban Renewal Plan )

This matter having come before the Lincoln County Board of Commissioners (Board) at its regular meeting of August 9, 2021; and

It appearing to the Board that the Toledo Urban Renewal Agency (Agency) has proposed to the City of Toledo an urban renewal plan (Plan); and

It appearing to the Board that a portion of the proposed Plan area extends beyond the boundaries of the City of Toledo to include unincorporated properties; and

It appearing to the Board that the Agency has therefore sought County Board approval of the Plan pursuant to ORS 457.105; and

It appearing to the Board that on July 14, 2021 the City of Toledo Planning Commission conducted a hearing on the Plan and determined the Plan conformed to the City's Comprehensive Plan;

Now therefore, it is hereby RESOLVED AND ORDERED that the urban renewal plan for the Toledo area as presented to the Agency and updated following comments from other taxing districts is hereby approved in accordance with ORS 457.105; and further

RESOLVED AND ORDERED that there may be Scrivener's error corrections to the legal description after the Plan is approved; and further

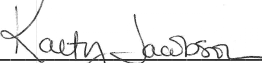
RESOLVED AND ORDERED that the County Administrator shall take all steps necessary to implement this Resolution and Order including but not limited to sending a copy of this Resolution and Order to the Toledo Urban Renewal Agency as required by ORS 457.125.

Dated this 9<sup>th</sup> day of August 2021

**LINCOLN COUNTY BOARD OF COMMISSIONERS**

  
\_\_\_\_\_  
Doug Hunt, Chair

  
\_\_\_\_\_  
Claire Hall, Commissioner

  
\_\_\_\_\_  
Kaety Jacobson, Commissioner

Lincoln County Board of Commissioners  
225 West Olive Street, Room 110  
Newport, OR 97365  
(541) 265-4100

# General Fund Consolidated

## 1st Quarter Financial Report 2023-2024

Period 01 - 03  
Fiscal Year 2024

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
001	000	400100	Beginning Fund Balance	\$ (1,247,167)	\$ (1,237,366)	\$ -	\$ (1,237,366)	99%
001	000	400200	Current Taxes	\$ (2,202,500)	\$ -	\$ (5,218)	\$ (19,760)	1%
001	000	400300	Delinquent Taxes	\$ (50,000)	\$ -	\$ (3,225)	\$ (11,783)	24%
001	000	400400	Interest	\$ (50,000)	\$ -	\$ (4,546)	\$ (13,382)	27%
001	000	401300	Natural Gas Franchise	\$ (25,000)	\$ -	\$ -	\$ (7,711)	31%
001	000	401400	Telephone Franchise	\$ (2,500)	\$ -	\$ -	\$ -	0%
001	000	401450	Telecommunications Franchise	\$ (3,000)	\$ -	\$ -	\$ (998)	33%
001	000	401500	Television Franchise	\$ (22,000)	\$ -	\$ -	\$ (4,988)	23%
001	000	401600	Garbage Franchise	\$ (380,000)	\$ -	\$ -	\$ (108,768)	29%
001	000	401700	Electric Franchise	\$ (766,754)	\$ -	\$ (60,786)	\$ (149,057)	19%
001	000	401750	Street Light Utility Fees	\$ (145,000)	\$ -	\$ (12,622)	\$ (35,946)	25%
001	000	401900	Beverage License	\$ (250)	\$ -	\$ -	\$ (25)	10%
001	000	402000	Business License	\$ (20,000)	\$ -	\$ (1,118)	\$ (17,078)	85%
001	000	402100	Building Permits	\$ (500)	\$ -	\$ -	\$ -	0%
001	000	402200	State Liquor Fees	\$ (70,000)	\$ -	\$ (7,723)	\$ (19,392)	28%
001	000	402300	Cigarette Tax	\$ (3,000)	\$ -	\$ (460)	\$ (695)	23%
001	000	402350	Marijuana Tax	\$ (4,500)	\$ -	\$ -	\$ (1,384)	31%
001	000	402500	State Revenue Sharing	\$ (57,640)	\$ -	\$ -	\$ (14,274)	25%
001	000	402700	Refunds & Misc	\$ (35,000)	\$ -	\$ (992)	\$ (7,394)	21%
001	000	402735	Public Records Request	\$ (250)	\$ -	\$ (10)	\$ (30)	12%
001	000	402740	Notary Fee	\$ (480)	\$ -	\$ (10)	\$ (70)	15%
001	000	402750	Land Use Fees	\$ (1,000)	\$ -	\$ (20)	\$ (90)	9%
001	000	402800	Toledo Rural Fire Protect	\$ (205,000)	\$ -	\$ -	\$ -	0%
001	000	402825	Fire Protection Services	\$ (5,000)	\$ -	\$ -	\$ -	0%
001	000	403000	Municipal Court Fines	\$ (70,000)	\$ -	\$ (12,965)	\$ (13,137)	19%
001	000	403050	Towing Fees	\$ (4,000)	\$ -	\$ -	\$ (100)	3%
001	000	403100	Library Receipts	\$ (500)	\$ -	\$ (104)	\$ (353)	71%
001	000	403140	Library Service District	\$ (114,494)	\$ -	\$ -	\$ -	0%
001	000	403150	Siletz Agreement	\$ (20,400)	\$ -	\$ (3,400)	\$ (5,100)	25%
001	000	405250	Grants	\$ (20,000)	\$ -	\$ (1,000)	\$ (53,020)	265%
001	000	405380	Rents and Leases	\$ (15,000)	\$ -	\$ (1,400)	\$ (5,200)	35%
001	000	405386	Transfer from CC Strat Reserve	\$ (200,000)	\$ -	\$ -	\$ -	0%
001	000	405390	Transfer from Urban Renewal	\$ (35,000)	\$ -	\$ -	\$ -	0%
			<b>Revenue Total</b>	<b>\$ 5,775,935</b>	<b>\$ 1,237,366</b>	<b>\$ 115,599</b>	<b>\$ 1,727,098</b>	<b>30%</b>
001	400	620500	Equipment	\$ 44,000	\$ -	\$ -	\$ 26,998	61%
<b>001</b>	<b>400</b>		<b>CAPITAL OUTLAY</b>	<b>\$ 44,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 26,998</b>	<b>61%</b>
001	700	631600	Trans to General Reserve	\$ 183,000	\$ -	\$ -	\$ -	0%
001	700	631960	Trans to Bldg & Property Res	\$ 60,000	\$ -	\$ -	\$ -	0%
<b>001</b>	<b>700</b>		<b>TRANSFERS</b>	<b>\$ 243,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
001	900	640100	Contingency	\$ 200,000	\$ -	\$ -	\$ -	0%
<b>001</b>	<b>900</b>		<b>CONTINGENCY</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
001	100	500010	City Manager	\$ 112,000	\$ -	\$ 9,079	\$ 38,275	34%
001	400	500012	Police Chief	\$ 126,550	\$ -	\$ 10,036	\$ 33,987	27%
001	500	500014	Fire Chief	\$ 115,202	\$ -	\$ 8,962	\$ 26,098	23%
001	100	500015	Asst. City Manager/HR Assist	\$ 69,348	\$ -	\$ -	\$ -	0%
001	650	500016	Public Works Director	\$ 10,705	\$ -	\$ -	\$ 1,098	10%
001	100	500018	Finance Director	\$ 67,153	\$ -	\$ 5,465	\$ 5,465	8%
001	400	500022	Police Sergeant	\$ 105,581	\$ -	\$ 7,847	\$ 26,980	26%
001	900	500024	Information Systems Admin	\$ 44,216	\$ -	\$ 3,457	\$ 10,371	23%
001	650	500026	Public Works Op Supervisor	\$ 7,977	\$ -	\$ 633	\$ 1,837	23%
001	100	500028	City Recorder	\$ 75,215	\$ -	\$ 5,886	\$ 17,659	23%
001	650	500030	Lead/Senior Facility Operator	\$ 6,540	\$ -	\$ 583	\$ 583	9%
001	500	500034	Line Staff	\$ 218,460	\$ -	\$ 16,338	\$ 49,060	22%
001	400	500036	Police Officer	\$ 352,869	\$ -	\$ 16,379	\$ 68,677	19%
001	400	500040	Head Dispatcher	\$ 80,382	\$ -	\$ 46,318	\$ 58,668	73%
001	700	500042	Library Director	\$ 96,688	\$ -	\$ 7,670	\$ 23,010	24%
001	100	500053	Accounting Clerk 3	\$ 28,774	\$ -	\$ 2,896	\$ 8,688	30%

001	400	500056	Dispatcher	\$	337,534	\$	-	\$	25,893	\$	69,007	20%
001	650	500057	Muni/Grounds Maint Worker	\$	54,396	\$	-	\$	4,541	\$	13,232	24%
001	400	500058	Community Services Officer	\$	48,230	\$	-	\$	3,539	\$	10,413	22%
001	700	500064	Library Assistant Director	\$	65,898	\$	-	\$	5,243	\$	15,729	24%
001	800	500066	Utility Billing Clerk	\$	9,772	\$	-	\$	846	\$	2,372	24%
001	650	500067	PT Muni/Grounds Maint Worker	\$	24,954	\$	-	\$	-	\$	1,899	8%
001	650	500068	Custodian	\$	40,891	\$	-	\$	3,087	\$	9,261	23%
001	700	500072	Library Services Personnel	\$	60,366	\$	-	\$	3,521	\$	11,308	19%
001	700	500076	Library Clerk	\$	16,712	\$	-	\$	1,241	\$	3,958	24%
001	100	500082	City Planner	\$	86,019	\$	-	\$	6,723	\$	20,169	23%
001	100	500084	Assistant Planner	\$	22,237	\$	-	\$	1,554	\$	5,080	23%
001	500	500088	Wildland Firefighter	\$	15,000	\$	-	\$	-	\$	-	0%
001	500	501400	Call Time	\$	15,000	\$	-	\$	1,516	\$	3,897	26%
001	800	501500	Overtime	\$	189,000	\$	-	\$	19,176	\$	48,645	26%
001	500	501501	Overtime Wildland Firefighters	\$	2,500	\$	-	\$	-	\$	-	0%
001	400	501600	Grant Overtime	\$	17,500	\$	-	\$	129	\$	412	2%
001	900	504700	Social Security	\$	172,690	\$	-	\$	17,689	\$	47,645	28%
001	900	504800	Health Insurance	\$	580,653	\$	-	\$	36,332	\$	110,870	19%
001	500	504850	Personal Holiday	\$	53,515	\$	-	\$	3,643	\$	13,570	25%
001	900	504900	Workers' Comp	\$	79,700	\$	-	\$	48	\$	66,376	83%
001	900	505000	Retirement	\$	393,109	\$	-	\$	42,440	\$	113,344	29%
001	100	505100	Auto Allowance	\$	3,600	\$	-	\$	300	\$	954	27%
001	900	604000	Unemployment	\$	30,000	\$	-	\$	-	\$	-	0%
<b>001</b>	<b>900</b>		<b>PERSONNEL SERVICES</b>	<b>\$</b>	<b>3,836,936</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>319,009</b>	<b>\$</b>	<b>938,598</b>	<b>24%</b>
001	800	600100	Office Supplies	\$	19,000	\$	-	\$	1,800	\$	3,373	18%
001	900	600150	Data Processing Support	\$	17,500	\$	-	\$	20	\$	5,471	31%
001	700	600210	Electricity	\$	37,000	\$	-	\$	2,666	\$	7,784	21%
001	700	600220	Communication Services	\$	63,600	\$	-	\$	2,095	\$	17,148	27%
001	100	600230	Advertising & Notices	\$	5,500	\$	-	\$	100	\$	100	2%
001	700	600240	Natural Gas	\$	9,750	\$	-	\$	186	\$	554	6%
001	700	600300	Equipment Maint & Repair	\$	22,050	\$	-	\$	1,433	\$	2,694	12%
001	650	600350	Vehicle Maint & Repair	\$	43,000	\$	-	\$	2,404	\$	5,537	13%
001	650	600400	Facility Needs	\$	40,000	\$	-	\$	328	\$	1,220	3%
001	800	600600	Travel & Training	\$	34,050	\$	-	\$	5,044	\$	8,155	24%
001	900	600700	Membership & Subscription	\$	20,750	\$	-	\$	350	\$	11,668	56%
001	650	601500	Gas, Oil & Tires	\$	65,000	\$	-	\$	8,522	\$	13,448	21%
001	900	601700	Insurance	\$	127,000	\$	-	\$	-	\$	122,787	97%
001	700	603000	Network Services	\$	7,000	\$	-	\$	-	\$	-	0%
001	700	603500	Books & Materials	\$	25,000	\$	-	\$	3,494	\$	8,634	35%
001	900	603600	Safety Committee	\$	5,000	\$	-	\$	-	\$	-	0%
001	900	603700	City Council	\$	8,000	\$	-	\$	694	\$	2,099	26%
001	900	603800	Planning Commission	\$	1,500	\$	-	\$	-	\$	-	0%
001	900	603900	Economic Development	\$	15,000	\$	-	\$	-	\$	-	0%
001	900	603950	Abatement	\$	75,000	\$	-	\$	-	\$	-	0%
001	900	603975	Contributions	\$	23,250	\$	-	\$	21,900	\$	21,900	94%
001	900	604400	Street Lights	\$	147,000	\$	-	\$	12,480	\$	36,847	25%
001	700	606500	Youth Program Support	\$	5,150	\$	-	\$	7	\$	274	5%
001	700	606550	Adult Program Support	\$	3,000	\$	-	\$	2,100	\$	2,290	76%
001	400	606600	Community Programs	\$	1,300	\$	-	\$	1,052	\$	1,052	81%
001	700	607500	Special Purchases	\$	38,000	\$	-	\$	3,402	\$	9,942	26%
001	900	608000	Supplies	\$	75,000	\$	-	\$	1,967	\$	6,294	8%
001	650	608050	Janitorial Supplies	\$	5,000	\$	-	\$	615	\$	1,282	26%
001	900	608100	Contract & Other Services	\$	242,000	\$	-	\$	58,384	\$	105,159	43%
001	900	608125	Audit Services	\$	17,000	\$	-	\$	-	\$	-	0%
001	500	608150	Volunteer Program	\$	58,000	\$	-	\$	4,833	\$	14,500	25%
<b>001</b>	<b>500</b>		<b>MATERIALS &amp; SERVICES</b>	<b>\$</b>	<b>1,255,400</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>135,876</b>	<b>\$</b>	<b>410,212</b>	<b>33%</b>
001	900	801000	Unappropriated Surplus	\$	162,750	\$	-	\$	-	\$	-	0%
<b>001</b>	<b>900</b>		<b>UNAPPROPRIATED</b>	<b>\$</b>	<b>162,750</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>0%</b>
001	900	631980	Greater Toledo Pool District	\$	33,849	\$	-	\$	-	\$	-	0%
<b>001</b>	<b>900</b>		<b>SPECIAL PAYMENTS</b>	<b>\$</b>	<b>33,849</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>0%</b>
			<b>Expense Total</b>	<b>\$</b>	<b>5,775,935</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>454,885</b>	<b>\$</b>	<b>1,375,807</b>	<b>24%</b>
			<b>NET</b>			<b>\$</b>	<b>1,237,366</b>	<b>\$</b>	<b>(339,286)</b>	<b>\$</b>	<b>351,291</b>	

# Administration Department

## 1st Quarter Financial Report 2023-2024

Period 01 - 03  
Fiscal Year 2024

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
001	100	620500	Equipment	\$ 17,000	\$ -	\$ -	\$ -	0%
<b>001</b>	<b>100</b>		<b>CAPITAL OUTLAY</b>	<b>\$ 17,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
001	100	500010	City Manager	\$ 112,000	\$ -	\$ 9,079	\$ 38,275	34%
001	100	500015	Asst. City Manager/HR Assist	\$ 69,348	\$ -	\$ -	\$ -	0%
001	100	500018	Finance Director	\$ 67,153	\$ -	\$ 5,465	\$ 5,465	8%
001	100	500028	City Recorder	\$ 75,215	\$ -	\$ 5,886	\$ 17,659	23%
001	100	500053	Accounting Clerk 3	\$ 28,774	\$ -	\$ 2,896	\$ 8,688	30%
001	100	500082	City Planner	\$ 86,019	\$ -	\$ 6,723	\$ 20,169	23%
001	100	500084	Assistant Planner	\$ 22,237	\$ -	\$ 1,554	\$ 5,080	23%
001	100	501500	Overtime	\$ 1,500	\$ -	\$ 581	\$ 2,077	138%
001	100	504700	Social Security	\$ 35,000	\$ -	\$ 2,598	\$ 7,866	22%
001	100	504800	Health Insurance	\$ 120,000	\$ -	\$ 8,677	\$ 22,144	18%
001	100	504900	Workers' Comp	\$ 2,500	\$ -	\$ 7	\$ 2,510	100%
001	100	505000	Retirement	\$ 70,000	\$ -	\$ 4,116	\$ 13,814	20%
001	100	505100	Auto Allowance	\$ 3,600	\$ -	\$ 300	\$ 954	27%
<b>001</b>	<b>100</b>		<b>PERSONNEL SERVICES</b>	<b>\$ 693,346</b>	<b>\$ -</b>	<b>\$ 47,881</b>	<b>\$ 144,700</b>	<b>21%</b>
001	100	600100	Office Supplies	\$ 5,500	\$ -	\$ 400	\$ 676	12%
001	100	600210	Electricity	\$ 7,500	\$ -	\$ 405	\$ 1,205	16%
001	100	600220	Communication Services	\$ 2,500	\$ -	\$ 140	\$ 428	17%
001	100	600230	Advertising & Notices	\$ 5,500	\$ -	\$ 100	\$ 100	2%
001	100	600240	Natural Gas	\$ 650	\$ -	\$ 17	\$ 50	8%
001	100	600300	Equipment Maint & Repair	\$ 1,000	\$ -	\$ -	\$ -	0%
001	100	600600	Travel & Training	\$ 4,500	\$ -	\$ 918	\$ 1,493	33%
001	100	600700	Membership & Subscription	\$ 4,000	\$ -	\$ -	\$ 120	3%
001	100	607500	Special Purchases	\$ 4,000	\$ -	\$ 635	\$ 635	16%
001	100	608000	Supplies	\$ 3,000	\$ -	\$ 74	\$ 74	2%
001	100	608100	Contract & Other Services	\$ 45,000	\$ -	\$ 4,989	\$ 13,701	30%
<b>001</b>	<b>100</b>		<b>MATERIALS &amp; SERVICES</b>	<b>\$ 83,150</b>	<b>\$ -</b>	<b>\$ 7,678</b>	<b>\$ 18,483</b>	<b>22%</b>
			<b>Expense Total</b>	<b>\$ 793,496</b>	<b>\$ -</b>	<b>\$ 55,560</b>	<b>\$ 163,183</b>	<b>21%</b>

# Police Department

## 1st Quarter Financial Report 2023-2024

Period 01 - 03  
Fiscal Year 2024

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
001	400	620500	Equipment	\$ 27,000	\$ -	\$ -	\$ 26,998	100%
<b>001</b>	<b>400</b>		<b>CAPITAL OUTLAY</b>	<b>\$ 27,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 26,998</b>	<b>100%</b>
001	400	631600	Transfer to General Reserve	\$ 46,500	\$ -	\$ -	\$ -	0%
001	400	631960	Trans to Bldg & Property Res	\$ 20,000	\$ -	\$ -	\$ -	0%
<b>001</b>	<b>400</b>		<b>TRANSFERS</b>	<b>\$ 66,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
001	400	500012	Police Chief	\$ 126,550	\$ -	\$ 10,036	\$ 33,987	27%
001	400	500022	Police Sergeant	\$ 105,581	\$ -	\$ 7,847	\$ 26,980	26%
001	400	500036	Police Officer	\$ 352,869	\$ -	\$ 16,379	\$ 68,677	19%
001	400	500040	Head Dispatcher	\$ 80,382	\$ -	\$ 46,318	\$ 58,668	73%
001	400	500056	Dispatcher	\$ 337,534	\$ -	\$ 25,893	\$ 69,007	20%
001	400	500058	Community Services Officer	\$ 48,230	\$ -	\$ 3,539	\$ 10,413	22%
001	400	501500	Overtime	\$ 140,000	\$ -	\$ 13,784	\$ 35,680	25%
001	400	501600	Grant Overtime	\$ 17,500	\$ -	\$ 129	\$ 412	2%
001	400	504700	Social Security	\$ 74,404	\$ -	\$ 10,069	\$ 24,935	34%
001	400	504800	Health Insurance	\$ 300,000	\$ -	\$ 16,026	\$ 53,623	18%
001	400	504850	Personal Holiday	\$ 42,938	\$ -	\$ 2,756	\$ 10,934	25%
001	400	504900	Workers' Comp	\$ 32,000	\$ -	\$ 23	\$ 18,071	56%
001	400	505000	Retirement	\$ 180,000	\$ -	\$ 25,598	\$ 62,135	35%
<b>001</b>	<b>400</b>		<b>PERSONNEL SERVICES</b>	<b>\$ 1,837,988</b>	<b>\$ -</b>	<b>\$ 178,397</b>	<b>\$ 473,522</b>	<b>26%</b>
001	400	600100	Office Supplies	\$ 5,000	\$ -	\$ 704	\$ 1,200	24%
001	400	600210	Electricity	\$ 11,500	\$ -	\$ 907	\$ 2,647	23%
001	400	600220	Communication Services	\$ 55,600	\$ -	\$ 1,634	\$ 15,268	27%
001	400	600240	Natural Gas	\$ 600	\$ -	\$ 17	\$ 51	9%
001	400	600300	Equipment Maint & Repair	\$ 3,300	\$ -	\$ 565	\$ 746	23%
001	400	600350	Vehicle Maint & Repair	\$ 12,000	\$ -	\$ 588	\$ 846	7%
001	400	600600	Travel & Training	\$ 12,000	\$ -	\$ 3,489	\$ 4,720	39%
001	400	600700	Membership & Subscriptions	\$ 2,700	\$ -	\$ -	\$ 365	14%
001	400	601500	Gas, Oil & Tires	\$ 23,000	\$ -	\$ 2,276	\$ 4,515	20%
001	400	606600	Community Programs	\$ 1,300	\$ -	\$ 1,052	\$ 1,052	81%
001	400	607500	Special Purchases	\$ 15,000	\$ -	\$ -	\$ -	0%
001	400	608000	Supplies	\$ 15,000	\$ -	\$ 418	\$ 1,504	10%
001	400	608100	Contract & Other Services	\$ 30,000	\$ -	\$ 9,906	\$ 22,499	75%
<b>001</b>	<b>400</b>		<b>MATERIALS &amp; SERVICES</b>	<b>\$ 187,000</b>	<b>\$ -</b>	<b>\$ 21,556</b>	<b>\$ 55,412</b>	<b>30%</b>
			<b>Expense Total</b>	<b>\$ 2,118,488</b>	<b>\$ -</b>	<b>\$ 199,952</b>	<b>\$ 555,932</b>	<b>26%</b>

# Fire Department

## 1st Quarter Financial Report 2023-2024

Period 01 - 03  
Fiscal Year 2024

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
001	500	631600	Transfer to General Reserve	\$ 110,000	\$ -	\$ -	\$ -	0%
001	500	631960	Trans to Bldg & Property Res	\$ 15,000	\$ -	\$ -	\$ -	0%
<b>001</b>	<b>500</b>		<b>TRANSFERS</b>	<b>\$ 125,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
001	500	500014	Fire Chief	\$ 115,202	\$ -	\$ 8,962	\$ 26,098	23%
001	500	500034	Line Staff	\$ 218,460	\$ -	\$ 16,338	\$ 49,060	22%
001	500	500088	Wildland Firefighter	\$ 15,000	\$ -	\$ -	\$ -	0%
001	500	501400	Call Time	\$ 15,000	\$ -	\$ 1,516	\$ 3,897	26%
001	500	501500	Overtime	\$ 45,000	\$ -	\$ 4,723	\$ 10,681	24%
001	500	501501	Overtime Wildland Firefighters	\$ 2,500	\$ -	\$ -	\$ -	0%
001	500	504700	Social Security	\$ 30,000	\$ -	\$ 2,561	\$ 7,288	24%
001	500	504800	Health Insurance	\$ 65,000	\$ -	\$ 5,250	\$ 15,945	25%
001	500	504850	Personal Holiday	\$ 10,577	\$ -	\$ 887	\$ 2,636	25%
001	500	504900	Workers' Comp	\$ 39,000	\$ -	\$ 8	\$ 39,586	102%
001	500	505000	Retirement	\$ 70,000	\$ -	\$ 7,161	\$ 20,416	29%
<b>001</b>	<b>500</b>		<b>PERSONNEL SERVICES</b>	<b>\$ 625,739</b>	<b>\$ -</b>	<b>\$ 47,405</b>	<b>\$ 175,606</b>	<b>28%</b>
001	500	600100	Office Supplies	\$ 2,000	\$ -	\$ 279	\$ 816	41%
001	500	600210	Electricity	\$ 8,000	\$ -	\$ 707	\$ 1,868	23%
001	500	600220	Communication Services	\$ 2,700	\$ -	\$ 128	\$ 875	32%
001	500	600240	Natural Gas	\$ 6,500	\$ -	\$ 113	\$ 340	5%
001	500	600300	Equipment Maint & Repair	\$ 14,500	\$ -	\$ 834	\$ 1,821	13%
001	500	600350	Vehicle Maint & Repair	\$ 30,000	\$ -	\$ 1,815	\$ 4,691	16%
001	500	600600	Travel & Training	\$ 14,250	\$ -	\$ 638	\$ 1,943	14%
001	500	600700	Membership & Subscription	\$ 1,200	\$ -	\$ -	\$ 20	2%
001	500	601500	Gas, Oil & Tires	\$ 22,000	\$ -	\$ 5,572	\$ 7,678	35%
001	500	607500	Special Purchases	\$ 9,500	\$ -	\$ 2,500	\$ 8,298	87%
001	500	608000	Supplies	\$ 40,000	\$ -	\$ 581	\$ 3,317	8%
001	500	608100	Contract & Other Services	\$ 46,000	\$ -	\$ 33,171	\$ 36,107	78%
001	500	608150	Volunteer Program	\$ 58,000	\$ -	\$ 4,833	\$ 14,500	25%
<b>001</b>	<b>500</b>		<b>MATERIALS &amp; SERVICES</b>	<b>\$ 254,650</b>	<b>\$ -</b>	<b>\$ 51,170</b>	<b>\$ 82,273</b>	<b>32%</b>
			<b>Expense Total</b>	<b>\$ 1,005,389</b>	<b>\$ -</b>	<b>\$ 98,575</b>	<b>\$ 257,879</b>	<b>26%</b>

# Property Maintenance Department

## 1st Quarter Financial Report 2023-2024

Period 01 - 03  
Fiscal Year 2024

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
001	650	631600	Transfer to General Reserve	\$ 21,500	\$ -	\$ -	\$ -	0%
<b>001</b>	<b>650</b>		<b>TRANSFERS</b>	<b>\$ 21,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
001	650	500016	Public Works Director	\$ 10,705	\$ -	\$ -	\$ 1,098	10%
001	650	500026	Public Works Op Supervisor	\$ 7,977	\$ -	\$ 633	\$ 1,837	23%
001	650	500030	Lead/Senior Facility Operator	\$ 6,540	\$ -	\$ 583	\$ 583	9%
001	650	500057	Muni/Grounds Maint Worker	\$ 54,396	\$ -	\$ 4,541	\$ 13,232	24%
001	650	500067	PT Muni/Grounds Maint Worker	\$ 24,954	\$ -	\$ -	\$ 1,899	8%
001	650	500068	Custodian	\$ 40,891	\$ -	\$ 3,087	\$ 9,261	23%
001	650	501500	Overtime	\$ 2,000	\$ -	\$ 88	\$ 208	10%
001	650	504700	Social Security	\$ 11,000	\$ -	\$ 704	\$ 2,218	20%
001	650	504800	Health Insurance	\$ 27,600	\$ -	\$ 1,705	\$ 5,042	18%
001	650	504900	Worker's Comp	\$ 5,500	\$ -	\$ 4	\$ 5,784	105%
001	650	505000	Retirement	\$ 23,000	\$ -	\$ 1,551	\$ 4,776	21%
<b>001</b>	<b>650</b>		<b>PERSONNEL SERVICES</b>	<b>\$ 214,563</b>	<b>\$ -</b>	<b>\$ 12,895</b>	<b>\$ 45,937</b>	<b>21%</b>
001	650	600100	Office Supplies	\$ 200	\$ -	\$ 13	\$ 20	10%
001	650	600210	Electricity	\$ 2,500	\$ -	\$ 160	\$ 687	27%
001	650	600220	Communication Services	\$ 1,500	\$ -	\$ 99	\$ 297	20%
001	650	600300	Equipment Maint & Repair	\$ 2,500	\$ -	\$ 34	\$ 128	5%
001	650	600350	Vehicle Maint & Repair	\$ 1,000	\$ -	\$ -	\$ -	0%
001	650	600400	Facility Needs	\$ 40,000	\$ -	\$ 328	\$ 1,220	3%
001	650	600600	Travel & Training	\$ 500	\$ -	\$ -	\$ -	0%
001	650	600700	Memberships & Subscriptions	\$ 200	\$ -	\$ -	\$ -	0%
001	650	601500	Gas, Oil & Tires	\$ 20,000	\$ -	\$ 674	\$ 1,255	6%
001	650	607500	Special Purchases	\$ 8,000	\$ -	\$ -	\$ 285	4%
001	650	608000	Supplies	\$ 13,000	\$ -	\$ 466	\$ 822	6%
001	650	608050	Janitorial Supplies	\$ 5,000	\$ -	\$ 615	\$ 1,282	26%
001	650	608100	Contract & Other Services	\$ 20,000	\$ -	\$ 1,774	\$ 2,987	15%
<b>001</b>	<b>650</b>		<b>MATERIALS &amp; SERVICES</b>	<b>\$ 114,400</b>	<b>\$ -</b>	<b>\$ 4,163</b>	<b>\$ 8,983</b>	<b>8%</b>
			<b>Expense Total</b>	<b>\$ 350,463</b>	<b>\$ -</b>	<b>\$ 17,058</b>	<b>\$ 54,920</b>	<b>16%</b>

# Library Department

## 1st Quarter Financial Report 2023-2024

Period 01 - 03  
Fiscal Year 2024

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
001	700	631600	Trans to General Reserve	\$ 5,000	\$ -	\$ -	\$ -	0%
001	700	631960	Trans to Bldg & Property Res	\$ 25,000	\$ -	\$ -	\$ -	0%
<b>001</b>	<b>700</b>		<b>TRANSFERS</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
001	700	500042	Library Director	\$ 96,688	\$ -	\$ 7,670	\$ 23,010	24%
001	700	500064	Library Assistant Director	\$ 65,898	\$ -	\$ 5,243	\$ 15,729	24%
001	700	500072	Library Services Personnel	\$ 60,366	\$ -	\$ 3,521	\$ 11,308	19%
001	700	500076	Library Clerk	\$ 16,712	\$ -	\$ 1,241	\$ 3,958	24%
001	700	504700	Social Security	\$ 18,161	\$ -	\$ 1,416	\$ 4,328	24%
001	700	504800	Health Insurance	\$ 57,669	\$ -	\$ 3,854	\$ 11,654	20%
001	700	504900	Workers' Comp	\$ 500	\$ -	\$ 6	\$ 344	69%
001	700	505000	Retirement	\$ 41,550	\$ -	\$ 3,266	\$ 9,990	24%
<b>001</b>	<b>700</b>		<b>PERSONNEL SERVICES</b>	<b>\$ 357,544</b>	<b>\$ -</b>	<b>\$ 26,217</b>	<b>\$ 80,321</b>	<b>22%</b>
001	700	600100	Office Supplies	\$ 5,500	\$ -	\$ 404	\$ 660	12%
001	700	600150	Data Processing Support	\$ 2,500	\$ -	\$ -	\$ -	0%
001	700	600210	Electricity	\$ 7,500	\$ -	\$ 487	\$ 1,376	18%
001	700	600220	Communication Services	\$ 1,300	\$ -	\$ 93	\$ 281	22%
001	700	600240	Natural Gas	\$ 2,000	\$ -	\$ 40	\$ 114	6%
001	700	600300	Equipment Maint & Repair	\$ 750	\$ -	\$ -	\$ -	0%
001	700	600600	Travel & Training	\$ 1,000	\$ -	\$ -	\$ -	0%
001	700	600700	Membership & Subscription	\$ 400	\$ -	\$ -	\$ -	0%
001	700	603000	Network Services	\$ 7,000	\$ -	\$ -	\$ -	0%
001	700	603500	Books & Materials	\$ 25,000	\$ -	\$ 3,494	\$ 8,634	35%
001	700	606500	Youth Program Support	\$ 5,150	\$ -	\$ 7	\$ 274	5%
001	700	606550	Adult Program Support	\$ 3,000	\$ -	\$ 2,100	\$ 2,290	76%
001	700	607500	Special Purchases	\$ 1,500	\$ -	\$ 267	\$ 724	48%
001	700	608000	Supplies	\$ 2,000	\$ -	\$ 137	\$ 285	14%
001	700	608100	Contract & Other Services	\$ 6,000	\$ -	\$ 2,786	\$ 5,547	92%
<b>001</b>	<b>700</b>		<b>MATERIALS &amp; SERVICES</b>	<b>\$ 70,600</b>	<b>\$ -</b>	<b>\$ 9,815</b>	<b>\$ 20,185</b>	<b>29%</b>
			<b>Expense Total</b>	<b>\$ 458,144</b>	<b>\$ -</b>	<b>\$ 36,032</b>	<b>\$ 100,506</b>	<b>22%</b>



# Municipal Court Department

## 1st Quarter Financial Report 2023-2024

Period 01 - 03  
Fiscal Year 2024

<b>Fund</b>	<b>Dept</b>	<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Beg Bal</b>	<b>Period Amt</b>	<b>End Bal</b>	<b>% Of Budget</b>
001	800	500066	Utility Billing Clerk	\$ 9,772	\$ -	\$ 846	\$ 2,372	24%
001	800	501500	Overtime	\$ 500	\$ -	\$ -	\$ -	0%
001	800	504700	Social Security	\$ 775	\$ -	\$ 64	\$ 180	23%
001	800	504800	Health Insurance	\$ 5,300	\$ -	\$ 417	\$ 1,252	24%
001	800	504900	Workers' Comp	\$ 100	\$ -	\$ 0	\$ 1	1%
001	800	505000	Retirement	\$ 1,500	\$ -	\$ 147	\$ 412	27%
<b>001</b>	<b>800</b>		<b>PERSONNEL SERVICES</b>	<b>\$ 17,947</b>	<b>\$ -</b>	<b>\$ 1,475</b>	<b>\$ 4,217</b>	<b>24%</b>
001	800	600100	Office Supplies	\$ 800	\$ -	\$ -	\$ -	0%
001	800	600600	Travel & Training	\$ 1,800	\$ -	\$ -	\$ -	0%
001	800	600700	Membership & Subscription	\$ 250	\$ -	\$ -	\$ -	0%
001	800	608100	Contract & Other Services	\$ 15,000	\$ -	\$ 1,332	\$ 5,903	39%
<b>001</b>	<b>800</b>		<b>MATERIALS &amp; SERVICES</b>	<b>\$ 17,850</b>	<b>\$ -</b>	<b>\$ 1,332</b>	<b>\$ 5,903</b>	<b>33%</b>
			<b>Expense Total</b>	<b>\$ 35,797</b>	<b>\$ -</b>	<b>\$ 2,807</b>	<b>\$ 10,120</b>	<b>28%</b>

# General Services Department

## 1st Quarter Financial Report 2023-2024

Period 01 - 03  
Fiscal Year 2024

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
001	900	640100	Contingency	\$ 200,000	\$ -	\$ -	\$ -	0%
<b>001</b>	<b>900</b>		<b>CONTINGENCY</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
001	900	500024	Information Systems Admin	\$ 44,216	\$ -	\$ 3,457	\$ 10,371	23%
001	900	504700	Social Security	\$ 3,350	\$ -	\$ 277	\$ 831	25%
001	900	504800	Health Insurance	\$ 5,084	\$ -	\$ 404	\$ 1,211	24%
001	900	504900	Workers' Comp	\$ 100	\$ -	\$ 1	\$ 81	81%
001	900	505000	Retirement	\$ 7,059	\$ -	\$ 600	\$ 1,801	26%
001	900	604000	Unemployment	\$ 30,000	\$ -	\$ -	\$ -	0%
<b>001</b>	<b>900</b>		<b>PERSONNEL SERVICES</b>	<b>\$ 89,809</b>	<b>\$ -</b>	<b>\$ 4,739</b>	<b>\$ 14,295</b>	<b>16%</b>
001	900	600150	Data Processing Support	\$ 15,000	\$ -	\$ 20	\$ 5,471	36%
001	900	600700	Membership & Subscription	\$ 12,000	\$ -	\$ 350	\$ 11,163	93%
001	900	601700	Insurance	\$ 127,000	\$ -	\$ -	\$ 122,787	97%
001	900	603600	Safety Committee	\$ 5,000	\$ -	\$ -	\$ -	0%
001	900	603700	City Council	\$ 8,000	\$ -	\$ 694	\$ 2,099	26%
001	900	603800	Planning Commission	\$ 1,500	\$ -	\$ -	\$ -	0%
001	900	603900	Economic Development	\$ 15,000	\$ -	\$ -	\$ -	0%
001	900	603950	Abatement	\$ 75,000	\$ -	\$ -	\$ -	0%
001	900	603975	Contributions	\$ 23,250	\$ -	\$ 21,900	\$ 21,900	94%
001	900	604400	Street Lights	\$ 147,000	\$ -	\$ 12,480	\$ 36,847	25%
001	900	608000	Supplies	\$ 2,000	\$ -	\$ 292	\$ 292	15%
001	900	608100	Contract & Other Services	\$ 80,000	\$ -	\$ 4,425	\$ 18,414	23%
001	900	608125	Audit Services	\$ 17,000	\$ -	\$ -	\$ -	0%
<b>001</b>	<b>900</b>		<b>MATERIALS &amp; SERVICES</b>	<b>\$ 527,750</b>	<b>\$ -</b>	<b>\$ 40,162</b>	<b>\$ 218,973</b>	<b>41%</b>
001	900	801000	Unappropriated Surplus	\$ 162,750	\$ -	\$ -	\$ -	0%
<b>001</b>	<b>900</b>		<b>UNAPPROPRIATED</b>	<b>\$ 162,750</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
001	900	631980	Greater Toledo Pool District	\$ 33,849	\$ -	\$ -	\$ -	0%
<b>001</b>	<b>900</b>		<b>SPECIAL PAYMENTS</b>	<b>\$ 33,849</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
			<b>Expense Total</b>	<b>\$ 1,014,158</b>	<b>\$ -</b>	<b>\$ 44,900</b>	<b>\$ 233,268</b>	<b>23%</b>

# Streets Department

## 1st Quarter Financial Report 2023-2024

Period 01 - 03  
Fiscal Year 2024

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
011	000	400100	Beginning Fund Balance	\$ (2,483,321)	\$ (2,473,559)	\$ -	\$ (2,473,559)	100%
011	000	400400	Interest	\$ (40,000)	\$ -	\$ (9,025)	\$ (26,551)	66%
011	000	401300	Natural Gas Franchise	\$ (13,000)	\$ -	\$ -	\$ (5,140)	40%
011	000	401400	Telephone Franchise	\$ (1,700)	\$ -	\$ -	\$ -	0%
011	000	401450	Telecommunications Franchise	\$ (2,000)	\$ -	\$ -	\$ (665)	33%
011	000	401500	Television Franchise	\$ (14,000)	\$ -	\$ -	\$ (3,325)	24%
011	000	401600	Garbage Franchise	\$ (50,000)	\$ -	\$ -	\$ (72,512)	145%
011	000	401700	Electric Franchise	\$ (530,000)	\$ -	\$ (40,524)	\$ (99,371)	19%
011	000	402050	Truck Permits	\$ (2,000)	\$ -	\$ -	\$ -	0%
011	000	402400	Oregon State Highway Tax	\$ (280,000)	\$ -	\$ (24,664)	\$ (67,271)	24%
011	000	402700	Refunds & Misc	\$ (6,000)	\$ -	\$ (550)	\$ (1,630)	27%
011	000	403600	Road Maintenance Fees	\$ (100,000)	\$ -	\$ (8,800)	\$ (26,483)	26%
011	000	405250	Grants	\$ -	\$ -	\$ -	\$ (100,000)	0%
			<b>Revenue Total</b>	<b>\$ 3,522,021</b>	<b>\$ 2,473,559</b>	<b>\$ 83,563</b>	<b>\$ 2,876,509</b>	<b>82%</b>
011	110	620500	Equipment	\$ 100,000	\$ -	\$ -	\$ -	0%
011	110	620520	Systems	\$ 1,792,799	\$ -	\$ -	\$ -	0%
011	110	620540	Road Maintenance Expenditures	\$ 305,000	\$ -	\$ -	\$ 45,834	15%
011	110		<b>CAPITAL OUTLAY</b>	<b>\$ 2,197,799</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 45,834</b>	<b>2%</b>
011	110	631000	Transfer to PW Equip Reserve	\$ 35,000	\$ -	\$ -	\$ -	0%
011	110	631850	Transfer to Street Reserve	\$ 380,000	\$ -	\$ -	\$ -	0%
011	110		<b>TRANSFERS</b>	<b>\$ 415,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
011	110	640100	Contingency	\$ 240,000	\$ -	\$ -	\$ -	0%
011	110		<b>CONTINGENCY</b>	<b>\$ 240,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
011	110	500010	City Manager	\$ 2,512	\$ -	\$ 193	\$ 814	32%
011	110	500015	Asst. City Manager/HR Assist	\$ 4,623	\$ -	\$ -	\$ -	0%
011	110	500016	Public Works Director	\$ 32,230	\$ -	\$ -	\$ 3,295	10%
011	110	500018	Finance Director	\$ 3,370	\$ -	\$ 273	\$ 273	8%
011	110	500024	Information Systems Admin	\$ 8,876	\$ -	\$ 691	\$ 2,074	23%
011	110	500026	Public Works Op Supervisor	\$ 24,017	\$ -	\$ 1,898	\$ 5,510	23%
011	110	500028	City Recorder	\$ 1,606	\$ -	\$ 125	\$ 376	23%
011	110	500030	Lead/Senior Facility Ops	\$ 19,688	\$ -	\$ 1,748	\$ 1,748	9%
011	110	500044	Maintenance Worker 4	\$ 23,755	\$ -	\$ -	\$ 3,559	15%
011	110	500045	Maintenance Worker 4B	\$ 28,745	\$ -	\$ 2,159	\$ 6,476	23%
011	110	500046	Maint Worker 4A	\$ 19,929	\$ -	\$ 1,500	\$ 4,499	23%
011	110	500053	Accounting Clerk 3	\$ 5,777	\$ -	\$ 579	\$ 1,738	30%
011	110	500057	Muni/Ground Maint Worker	\$ 82,015	\$ -	\$ 5,608	\$ 17,263	21%
011	110	500082	City Planner	\$ 5,756	\$ -	\$ 448	\$ 1,345	23%
011	110	500084	Assistant Planner	\$ 5,921	\$ -	\$ 412	\$ 1,348	23%
011	110	501400	Call Time	\$ 7,500	\$ -	\$ 1,401	\$ 2,994	40%
011	110	501500	Overtime	\$ 4,000	\$ -	\$ 700	\$ 2,459	61%
011	110	504700	Social Security	\$ 18,335	\$ -	\$ 1,393	\$ 4,386	24%
011	110	504800	Health Insurance	\$ 69,767	\$ -	\$ 4,234	\$ 12,526	18%
011	110	504900	Workers' Comp	\$ 13,000	\$ -	\$ 6	\$ 9,652	74%
011	110	505000	Retirement	\$ 40,000	\$ -	\$ 3,075	\$ 9,378	23%
011	110		<b>PERSONNEL SERVICES</b>	<b>\$ 421,422</b>	<b>\$ -</b>	<b>\$ 26,443</b>	<b>\$ 91,714</b>	<b>22%</b>
011	110	600100	Office Supplies	\$ 600	\$ -	\$ 35	\$ 70	12%
011	110	600210	Electricity	\$ 7,000	\$ -	\$ 361	\$ 1,100	16%
011	110	600220	Communication Services	\$ 1,500	\$ -	\$ 115	\$ 358	24%
011	110	600250	Alarms	\$ 2,500	\$ -	\$ 322	\$ 756	30%

011	110	600300	Equipment Repair	\$ 20,000	\$ -	\$ 840	\$ 5,641	28%
011	110	600350	Vehicle Maint & Repair	\$ 12,000	\$ -	\$ 1,022	\$ 1,307	11%
011	110	600400	Facility Needs	\$ 200	\$ -	\$ -	\$ -	0%
011	110	600420	Systems Repair	\$ 90,000	\$ -	\$ 2,590	\$ 3,602	4%
011	110	600600	Travel & Training	\$ 1,000	\$ -	\$ -	\$ -	0%
011	110	600700	Membership & Subscription	\$ 500	\$ -	\$ -	\$ -	0%
011	110	601500	Gas, Oil & Tires	\$ 20,000	\$ -	\$ 745	\$ 1,389	7%
011	110	601700	Insurance	\$ 27,000	\$ -	\$ -	\$ 24,254	90%
011	110	607500	Special Purchases	\$ 3,500	\$ -	\$ -	\$ 374	11%
011	110	608000	Supplies	\$ 25,000	\$ -	\$ 2,128	\$ 4,083	16%
011	110	608100	Contract & Other Services	\$ 17,000	\$ -	\$ 842	\$ 2,099	12%
011	110	608175	Street Sweeping	\$ 20,000	\$ -	\$ -	\$ 485	2%
<b>011</b>	<b>110</b>		<b>MATERIALS &amp; SERVICES</b>	<b>\$ 247,800</b>	<b>\$ -</b>	<b>\$ 8,999</b>	<b>\$ 45,517</b>	<b>18%</b>
			<b>Expense Total</b>	<b>\$ 3,522,021</b>	<b>\$ -</b>	<b>\$ 35,443</b>	<b>\$ 183,065</b>	<b>5%</b>
					<b>\$ 2,473,559</b>	<b>\$ 48,120</b>	<b>\$ 2,693,444</b>	

# Water Department

## 1st Quarter Financial Report 2023-2024

Period 01 - 03  
Fiscal Year 2024

### REVENUE

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
012	000	400100	Beginning Fund Balance	\$ (667,257)	\$ (656,917)	\$ -	\$ (656,917)	98%
012	000	400400	Interest	\$ (2,000)	\$ -	\$ (2,400)	\$ (7,060)	353%
012	000	402700	Refunds & Misc	\$ (1,000)	\$ -	\$ (44)	\$ (181)	18%
012	000	402720	Public Works Inspection Fee	\$ (200)	\$ -	\$ -	\$ -	0%
012	000	402730	Haulable Water	\$ (2,500)	\$ -	\$ (372)	\$ (1,289)	52%
012	000	403700	Sale of Water	\$ (1,500,000)	\$ -	\$ (118,342)	\$ (390,950)	26%
012	000	403800	Meter Charges-Connection Fees	\$ (2,600)	\$ -	\$ -	\$ (2,779)	107%
012	000	403900	Service Fees	\$ (1,800)	\$ -	\$ (148)	\$ (362)	20%
012	000	403950	Delinquent Fees	\$ (12,000)	\$ -	\$ (1,642)	\$ (4,822)	40%
012	000	404100	Sale of Water to Seal Rock	\$ (12,000)	\$ -	\$ -	\$ -	0%
012	000	404125	H2O Program Donations	\$ (500)	\$ -	\$ (50)	\$ (150)	30%
012	000	404130	Fees and Adjustments	\$ -	\$ -	\$ -	\$ -	0%
<b>Water Revenue Total</b>				<b>\$ 2,201,857</b>	<b>\$ 656,917</b>	<b>\$ 122,998</b>	<b>\$ 1,064,510</b>	<b>48%</b>

### WATER PLANT EXPENSES

012	120	620500	Equipment	\$ 15,000	\$ -	\$ -	\$ -	0%
<b>012</b>	<b>120</b>		<b>CAPITAL OUTLAY</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
012	120	631000	Transfer to PW Reserve	\$ 12,500	\$ -	\$ -	\$ -	0%
012	120	631800	Transfer to Water Reserve	\$ 124,700	\$ -	\$ -	\$ -	0%
<b>012</b>	<b>120</b>		<b>TRANSFERS</b>	<b>\$ 137,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
012	120	500010	City Manager	\$ 1,256	\$ -	\$ 97	\$ 407	32%
012	120	500015	Asst. City Manager/HR Assist	\$ 4,623	\$ -	\$ -	\$ -	0%
012	120	500016	Public Works Director	\$ 16,115	\$ -	\$ -	\$ 1,648	10%
012	120	500018	Finance Director	\$ 3,370	\$ -	\$ 273	\$ 273	8%
012	120	500024	Information Systems Admin	\$ 8,876	\$ -	\$ 691	\$ 2,074	23%
012	120	500028	City Recorder	\$ 803	\$ -	\$ 63	\$ 188	23%
012	120	500030	Lead/Senior Facility Ops	\$ 72,712	\$ -	\$ 5,387	\$ 16,162	22%
012	120	500038	Facility Ops	\$ 60,328	\$ -	\$ 4,647	\$ 13,942	23%
012	120	500048	Facility Operator Trainee	\$ 26,149	\$ -	\$ 2,289	\$ 3,242	12%
012	120	500053	Accounting Clerk 3	\$ 5,777	\$ -	\$ 579	\$ 1,738	30%
012	120	500066	Utility Billing Clerk 1	\$ 7,357	\$ -	\$ 635	\$ 1,779	24%
012	120	500082	City Planner	\$ 5,756	\$ -	\$ 448	\$ 1,345	23%
012	120	500084	Assistant Planner	\$ 2,733	\$ -	\$ 190	\$ 622	23%
012	120	501400	Call Time	\$ 23,000	\$ -	\$ 1,721	\$ 5,286	23%
012	120	501500	Overtime	\$ 15,000	\$ -	\$ 403	\$ 1,336	9%
012	120	504700	Social Security	\$ 16,000	\$ -	\$ 1,378	\$ 3,928	25%
012	120	504800	Health Insurance	\$ 57,274	\$ -	\$ 3,134	\$ 12,280	21%
012	120	504900	Workers' Comp	\$ 8,000	\$ -	\$ 5	\$ 5,405	68%
012	120	505000	Retirement	\$ 34,106	\$ -	\$ 3,401	\$ 9,605	28%
<b>012</b>	<b>120</b>		<b>PERSONNEL SERVICES</b>	<b>\$ 369,235</b>	<b>\$ -</b>	<b>\$ 25,342</b>	<b>\$ 81,261</b>	<b>22%</b>
012	120	600100	Office Supplies	\$ 300	\$ -	\$ 13	\$ 20	7%
012	120	600150	Data Processing Support	\$ 5,500	\$ -	\$ 469	\$ 1,613	29%
012	120	600210	Electricity	\$ 62,000	\$ -	\$ 3,686	\$ 11,423	18%
012	120	600220	Communication Services	\$ 9,000	\$ -	\$ 721	\$ 2,164	24%
012	120	600250	Alarms	\$ 3,000	\$ -	\$ 291	\$ 582	19%
012	120	600300	Equipment Maint & Repair	\$ 12,000	\$ -	\$ -	\$ -	0%
012	120	600350	Vehicle Maint & Repair	\$ 1,000	\$ -	\$ -	\$ -	0%
012	120	600400	Facility Needs	\$ 35,000	\$ -	\$ -	\$ -	0%
012	120	600420	Systems Repair	\$ 8,000	\$ -	\$ 3,786	\$ 9,704	121%
012	120	600600	Travel & Training	\$ 1,500	\$ -	\$ 50	\$ 50	3%
012	120	600700	Membership & Subscription	\$ 4,000	\$ -	\$ 2,000	\$ 2,000	50%
012	120	601500	Gas, Oil & Tires	\$ 5,000	\$ -	\$ 299	\$ 592	12%
012	120	601700	Insurance	\$ 41,000	\$ -	\$ -	\$ 36,830	90%

012	120	607500	Special Purchases	\$ 20,000	\$ -	\$ -	\$ -	0%
012	120	608000	Supplies	\$ 55,000	\$ -	\$ 1,000	\$ 4,419	8%
012	120	608100	Contract & Other Services	\$ 39,000	\$ -	\$ 403	\$ 507	1%
<b>012</b>	<b>120</b>		<b>MATERIALS &amp; SERVICES</b>	<b>\$ 301,300</b>	<b>\$ -</b>	<b>\$ 12,718</b>	<b>\$ 69,904</b>	<b>23%</b>

<b>Water Plant Expense Total</b>	<b>\$ 822,735</b>	<b>\$ -</b>	<b>\$ 38,060</b>	<b>\$ 151,165</b>	<b>18%</b>
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#### WATER DISTRIBUTION EXPENSES

012	125	631000	Transfer to PW Reserve	\$ 12,500	\$ -	\$ -	\$ -	0%
012	125	631800	Transfer to Water Reserve	\$ 190,811	\$ -	\$ -	\$ -	0%
<b>012</b>	<b>125</b>		<b>TRANSFERS</b>	<b>\$ 203,311</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

012	125	640100	Contingency	\$ 200,000	\$ -	\$ -	\$ -	0%
<b>012</b>	<b>125</b>		<b>CONTINGENCY</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

012	125	500010	City Manager	\$ 1,256	\$ -	\$ 97	\$ 407	32%
012	125	500015	Asst. City Manager/HR Assist	\$ 4,623	\$ -	\$ -	\$ -	0%
012	125	500016	Public Works Director	\$ 16,115	\$ -	\$ -	\$ 1,648	10%
012	125	500018	Finance Director	\$ 3,370	\$ -	\$ 273	\$ 273	8%
012	125	500024	Information Systems Admin	\$ 8,876	\$ -	\$ 691	\$ 2,074	23%
012	125	500026	Public Works Op Supervisor	\$ 24,017	\$ -	\$ 1,898	\$ 5,510	23%
012	125	500028	City Recorder	\$ 803	\$ -	\$ 63	\$ 188	23%
012	125	500030	Lead/Senior Facility Ops	\$ 19,688	\$ -	\$ 1,748	\$ 1,748	9%
012	125	500044	Maintenance Worker 4	\$ 23,755	\$ -	\$ -	\$ 3,559	15%
012	125	500045	Maint Worker 4B/Maint Tech	\$ 14,372	\$ -	\$ 1,079	\$ 3,238	23%
012	125	500046	Maint Worker 4A/Equip Op	\$ 23,251	\$ -	\$ 1,750	\$ 5,249	23%
012	125	500053	Accounting Clerk 3	\$ 5,777	\$ -	\$ 579	\$ 1,738	30%
012	125	500057	Maintenance Worker 2	\$ 28,485	\$ -	\$ 3,507	\$ 9,062	32%
012	125	500066	Utility Billing Clerk 1	\$ 12,262	\$ -	\$ 1,058	\$ 2,966	24%
012	125	500082	City Planner	\$ 5,756	\$ -	\$ 448	\$ 1,345	23%
012	125	500084	Assistant Planner	\$ 5,921	\$ -	\$ 412	\$ 1,348	23%
012	125	501400	Call Time	\$ 8,000	\$ -	\$ 285	\$ 1,491	19%
012	125	501500	Overtime	\$ 6,500	\$ -	\$ 493	\$ 1,854	29%
012	125	504700	Social Security	\$ 14,000	\$ -	\$ 1,130	\$ 3,434	25%
012	125	504800	Health Insurance	\$ 54,892	\$ -	\$ 3,398	\$ 10,198	19%
012	125	504900	Workers' Comp	\$ 5,000	\$ -	\$ 5	\$ 674	13%
012	125	505000	Retirement	\$ 32,000	\$ -	\$ 2,509	\$ 7,480	23%
<b>012</b>	<b>125</b>		<b>PERSONNEL SERVICES</b>	<b>\$ 318,719</b>	<b>\$ -</b>	<b>\$ 21,424</b>	<b>\$ 65,483</b>	<b>21%</b>

012	125	600100	Office Supplies	\$ 5,000	\$ -	\$ 427	\$ 856	17%
012	125	600150	Data Processing Support	\$ 9,000	\$ -	\$ 469	\$ 2,835	32%
012	125	600210	Electricity	\$ 10,300	\$ -	\$ 534	\$ 1,622	16%
012	125	600220	Communication Services	\$ 2,000	\$ -	\$ 115	\$ 358	18%
012	125	600250	Alarms	\$ 1,200	\$ -	\$ -	\$ -	0%
012	125	600300	Equipment Maint & Repair	\$ 7,500	\$ -	\$ (403)	\$ 76	1%
012	125	600350	Vehicle Maint & Repair	\$ 4,000	\$ -	\$ 807	\$ 1,032	26%
012	125	600400	Facility Needs	\$ 2,000	\$ -	\$ 40	\$ 40	2%
012	125	600420	Systems Repair	\$ 65,000	\$ -	\$ 4,462	\$ 5,383	8%
012	125	600600	Travel & Training	\$ 5,000	\$ -	\$ 116	\$ 666	13%
012	125	600700	Membership & Subscription	\$ 5,000	\$ -	\$ 2,000	\$ 2,000	40%
012	125	601500	Gas, Oil & Tires	\$ 20,000	\$ -	\$ 745	\$ 1,353	7%
012	125	601700	Insurance	\$ 12,000	\$ -	\$ -	\$ 10,779	90%
012	125	603980	H2O Program Expenses	\$ 400	\$ -	\$ -	\$ -	0%
012	125	607500	Special Purchases	\$ 10,000	\$ -	\$ -	\$ 2,568	26%
012	125	608000	Supplies	\$ 40,000	\$ -	\$ 6,272	\$ 9,974	25%
012	125	608100	Contract & Other Services	\$ 40,000	\$ -	\$ 3,624	\$ 13,747	34%
<b>012</b>	<b>125</b>		<b>MATERIALS &amp; SERVICES</b>	<b>\$ 238,400</b>	<b>\$ -</b>	<b>\$ 19,208</b>	<b>\$ 53,289</b>	<b>22%</b>

012	125	702000	2012 Debt Repayment/Bond 2016	\$ 288,600	\$ -	\$ -	\$ -	0%
012	125	702500	Rev Bond 2016 - Interest/Fees	\$ 130,092	\$ -	\$ 65,046	\$ 65,046	50%
<b>012</b>	<b>125</b>		<b>DEBT SERVICES</b>	<b>\$ 418,692</b>	<b>\$ -</b>	<b>\$ 65,046</b>	<b>\$ 65,046</b>	<b>16%</b>

<b>Water Distribution Expense Total</b>	<b>\$ 1,379,122</b>	<b>\$ -</b>	<b>\$ 105,678</b>	<b>\$ 183,819</b>	<b>13%</b>
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<b>NET TOTALS-WATER DEPT</b>	<b>\$ 656,917</b>	<b>\$ (20,739)</b>	<b>\$ 729,526</b>		
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# Sewer Department

## 1st Quarter Financial Report 2023-2024

Period 01 - 03  
Fiscal Year 2024

### REVENUE

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
013	000	400100	Beginning Fund Balance	\$ (512,877)	\$ (494,928)	\$ -	\$ (494,928)	97%
013	000	400400	Interest	\$ (10,500)	\$ -	\$ (1,809)	\$ (5,321)	51%
013	000	402700	Refunds & Misc	\$ (2,000)	\$ -	\$ (44)	\$ (181)	9%
013	000	402720	Public Works Inspection Fee	\$ (200)	\$ -	\$ -	\$ (161)	80%
013	000	404400	Sewer Charges	\$ (1,680,000)	\$ -	\$ (99,265)	\$ (354,514)	21%
013	000	404500	Sewer Connection Fees	\$ (200)	\$ -	\$ -	\$ (130)	65%
<b>Sewer Revenue Total</b>				<b>\$ 2,205,777</b>	<b>\$ 494,928</b>	<b>\$ 101,118</b>	<b>\$ 855,235</b>	<b>39%</b>

### SEWER PLANT EXPENSES

013	130	631000	Transfer to PW Reserve	\$ 12,500	\$ -	\$ -	\$ -	0%
013	130	631900	Transfer to Sewer Reserve	\$ 50,000	\$ -	\$ -	\$ -	0%
<b>013</b>	<b>130</b>		<b>TRANSFERS</b>	<b>\$ 62,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
013	130	500010	City Manager	\$ 1,256	\$ -	\$ 97	\$ 407	32%
013	130	500015	Asst. City Manager/HR Assist	\$ 4,623	\$ -	\$ -	\$ -	0%
013	130	500016	Public Works Director	\$ 16,115	\$ -	\$ -	\$ 1,648	10%
013	130	500018	Finance Director	\$ 3,370	\$ -	\$ 273	\$ 273	8%
013	130	500024	Information Systems Admin	\$ 8,876	\$ -	\$ 691	\$ 2,074	23%
013	130	500028	City Recorder	\$ 803	\$ -	\$ 63	\$ 188	23%
013	130	500030	Lead/Senior Facility Ops	\$ 73,855	\$ -	\$ 5,704	\$ 17,113	23%
013	130	500038	Facility Ops	\$ 66,760	\$ -	\$ 5,019	\$ 15,058	23%
013	130	500048	Facility Operator Trainee	\$ 26,149	\$ -	\$ 2,289	\$ 3,242	12%
013	130	500053	Accounting Clerk 3	\$ 5,777	\$ -	\$ 579	\$ 1,738	30%
013	130	500066	Utility Billing Clerk 1	\$ 7,357	\$ -	\$ 635	\$ 1,779	24%
013	130	500082	City Planner	\$ 5,756	\$ -	\$ 448	\$ 1,345	23%
013	130	500084	Assistant Planner	\$ 2,733	\$ -	\$ 190	\$ 622	23%
013	130	501400	Call Time	\$ 25,000	\$ -	\$ 1,785	\$ 5,454	22%
013	130	501500	Overtime	\$ 14,000	\$ -	\$ 877	\$ 984	7%
013	130	504700	Social Security	\$ 18,000	\$ -	\$ 1,460	\$ 4,056	23%
013	130	504800	Health Insurance	\$ 64,869	\$ -	\$ 3,740	\$ 11,073	17%
013	130	504900	Workers' Comp	\$ 8,500	\$ -	\$ 5	\$ 5,784	68%
013	130	505000	Retirement	\$ 34,694	\$ -	\$ 3,235	\$ 8,861	26%
<b>013</b>	<b>130</b>		<b>PERSONNEL SERVICES</b>	<b>\$ 388,493</b>	<b>\$ -</b>	<b>\$ 27,092</b>	<b>\$ 81,698</b>	<b>21%</b>
013	130	600100	Office Supplies	\$ 500	\$ -	\$ 13	\$ 20	4%
013	130	600150	Data Processing Support	\$ 8,000	\$ -	\$ 469	\$ 1,340	17%
013	130	600210	Electricity	\$ 48,000	\$ -	\$ 2,679	\$ 7,649	16%
013	130	600220	Communication Services	\$ 3,000	\$ -	\$ 227	\$ 680	23%
013	130	600250	Alarms	\$ 2,500	\$ -	\$ -	\$ -	0%
013	130	600300	Equipment Maint & Repair	\$ 20,000	\$ -	\$ -	\$ -	0%
013	130	600350	Vehicle Maint & Repair	\$ 500	\$ -	\$ -	\$ 138	28%
013	130	600400	Facility Needs	\$ 5,000	\$ -	\$ 1,224	\$ 1,274	25%
013	130	600420	Systems Repair	\$ 67,000	\$ -	\$ 15,517	\$ 17,257	26%
013	130	600600	Travel & Training	\$ 3,000	\$ -	\$ -	\$ -	0%
013	130	600700	Membership & Subscription	\$ 1,500	\$ -	\$ -	\$ -	0%
013	130	601500	Gas, Oil & Tires	\$ 3,000	\$ -	\$ 241	\$ 456	15%
013	130	601700	Insurance	\$ 52,000	\$ -	\$ -	\$ 46,711	90%
013	130	607500	Special Purchases	\$ 10,000	\$ -	\$ 488	\$ 818	8%
013	130	608000	Supplies	\$ 77,000	\$ -	\$ 5,789	\$ 18,531	24%
013	130	608100	Contract & Other Services	\$ 32,000	\$ -	\$ 300	\$ 600	2%
<b>013</b>	<b>130</b>		<b>MATERIALS &amp; SERVICES</b>	<b>\$ 333,000</b>	<b>\$ -</b>	<b>\$ 26,947</b>	<b>\$ 95,473</b>	<b>29%</b>
<b>Sewer Plant Expense Total</b>				<b>\$ 783,993</b>	<b>\$ -</b>	<b>\$ 54,039</b>	<b>\$ 177,172</b>	<b>23%</b>

**SEWER COLLECTION EXPENSES**

013	135	620500	Equipment	\$ 8,000	\$ -	\$ -	\$ -	0%
<b>013</b>	<b>135</b>		<b>CAPITAL OUTLAY</b>	<b>\$ 8,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
013	135	631000	Transfer to PW Reserve	\$ 12,500	\$ -	\$ -	\$ -	0%
013	135	631900	Transfer to Sewer Reserve	\$ 504,433	\$ -	\$ -	\$ -	0%
<b>013</b>	<b>135</b>		<b>TRANSFERS</b>	<b>\$ 516,933</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
013	135	640100	Contingency	\$ 200,000	\$ -	\$ -	\$ -	0%
<b>013</b>	<b>135</b>		<b>CONTINGENCY</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
013	135	500010	City Manager	\$ 1,256	\$ -	\$ 97	\$ 407	32%
013	135	500015	Asst. City Manager/HR Assist	\$ 4,623	\$ -	\$ -	\$ -	0%
013	135	500016	Public Works Director	\$ 16,115	\$ -	\$ -	\$ 1,648	10%
013	135	500018	Finance Director	\$ 3,370	\$ -	\$ 273	\$ 273	8%
013	135	500024	Information Systems Admin	\$ 8,876	\$ -	\$ 691	\$ 2,074	23%
013	135	500026	Public Works Op Supervisor	\$ 24,017	\$ -	\$ 1,898	\$ 5,510	23%
013	135	500028	City Recorder	\$ 803	\$ -	\$ 63	\$ 188	23%
013	135	500030	Lead/Senior Facility Ops	\$ 19,688	\$ -	\$ 1,748	\$ 1,748	9%
013	135	500044	Maintenance Worker 4	\$ 20,362	\$ -	\$ -	\$ 3,051	15%
013	135	500045	Maint Worker 4B/Maint Tech	\$ 14,372	\$ -	\$ 1,079	\$ 3,238	23%
013	135	500046	Maint Worker 4A/Equip Op	\$ 23,251	\$ -	\$ 1,750	\$ 5,249	23%
013	135	500053	Accounting Clerk 3	\$ 5,777	\$ -	\$ 579	\$ 1,738	30%
013	135	500057	Maintenance Worker 2	\$ 28,485	\$ -	\$ 3,274	\$ 8,649	30%
013	135	500066	Utility Billing Clerk 1	\$ 12,262	\$ -	\$ 1,058	\$ 2,966	24%
013	135	500082	City Planner	\$ 5,756	\$ -	\$ 448	\$ 1,345	23%
013	135	500084	Assistant Planner	\$ 5,921	\$ -	\$ 412	\$ 1,348	23%
013	135	501400	Call Time	\$ 8,000	\$ -	\$ 280	\$ 1,260	16%
013	135	501500	Overtime	\$ 6,000	\$ -	\$ 480	\$ 1,131	19%
013	135	504700	Social Security	\$ 14,000	\$ -	\$ 1,111	\$ 3,289	23%
013	135	504800	Health Insurance	\$ 51,832	\$ -	\$ 3,260	\$ 9,574	18%
013	135	504900	Workers' Comp	\$ 7,000	\$ -	\$ 4	\$ 673	10%
013	135	505000	Retirement	\$ 32,443	\$ -	\$ 2,465	\$ 7,154	22%
<b>013</b>	<b>135</b>		<b>PERSONNEL SERVICES</b>	<b>\$ 314,209</b>	<b>\$ -</b>	<b>\$ 20,971</b>	<b>\$ 62,512</b>	<b>20%</b>
013	135	600100	Office Supplies	\$ 5,000	\$ -	\$ 427	\$ 856	17%
013	135	600150	Data Processing Support	\$ 8,500	\$ -	\$ 469	\$ 3,109	37%
013	135	600210	Electricity	\$ 36,000	\$ -	\$ 1,666	\$ 5,295	15%
013	135	600220	Communication Services	\$ 3,000	\$ -	\$ 115	\$ 358	12%
013	135	600250	Alarms	\$ 6,000	\$ -	\$ 483	\$ 1,442	24%
013	135	600300	Equipment Maint & Repair	\$ 16,000	\$ -	\$ 258	\$ 852	5%
013	135	600350	Vehicle Maint & Repair	\$ 4,000	\$ -	\$ 978	\$ 1,202	30%
013	135	600400	Building Repair	\$ 4,500	\$ -	\$ -	\$ -	0%
013	135	600420	Systems Repair	\$ 40,000	\$ -	\$ -	\$ 13	0%
013	135	600600	Travel & Training	\$ 5,000	\$ -	\$ 798	\$ 1,168	23%
013	135	600700	Membership & Subscription	\$ 500	\$ -	\$ -	\$ -	0%
013	135	601500	Gas, Oil & Tires	\$ 15,000	\$ -	\$ 745	\$ 1,353	9%
013	135	601700	Insurance	\$ 15,000	\$ -	\$ -	\$ 13,474	90%
013	135	607500	Special Purchases	\$ 20,000	\$ -	\$ -	\$ 2,568	13%
013	135	608000	Supplies	\$ 10,000	\$ -	\$ 800	\$ 1,691	17%
013	135	608100	Contract & Other Services	\$ 18,000	\$ -	\$ 2,190	\$ 6,693	37%
<b>013</b>	<b>135</b>		<b>MATERIALS &amp; SERVICES</b>	<b>\$ 206,500</b>	<b>\$ -</b>	<b>\$ 8,930</b>	<b>\$ 40,074</b>	<b>19%</b>
013	135	702000	DEQ Loan Repayment-Principal	\$ 101,400	\$ -	\$ -	\$ -	0%
013	135	702500	Rev Bond 2016 - Interest/Fees	\$ 45,708	\$ -	\$ 22,854	\$ 22,854	50%
013	135	703000	W/WW Loan 2019 - Principal	\$ 13,158	\$ -	\$ -	\$ -	0%
013	135	703500	W/WW Loan 2019 Int & Fees	\$ 15,876	\$ -	\$ -	\$ -	0%
<b>013</b>	<b>135</b>		<b>DEBT SERVICES</b>	<b>\$ 176,142</b>	<b>\$ -</b>	<b>\$ 22,854</b>	<b>\$ 22,854</b>	<b>13%</b>

<b>Sewer Collection Expense Total</b>	<b>\$ 1,421,784</b>	<b>\$ -</b>	<b>\$ 52,754</b>	<b>\$ 125,441</b>	<b>9%</b>
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<b>NET TOTALS-SEWER DEPT</b>	<b>\$ 494,928</b>	<b>\$ (5,675)</b>	<b>\$ 552,622</b>
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