



Fire Department Meeting room
285 NE Burgess Rd
Toledo, Oregon 97391
6:00 p.m.

TOLEDO BUDGET COMMITTEE
Regular Meeting – via Zoom meeting platform
May 18, 2021

Virtual Meeting: Due to the governor’s “Stay Home, Stay Healthy” order, the Budget Committee will meet at the Fire Department Meeting room to practice social distancing and hold the meeting through the Zoom video meeting platform. The public is invited to attend the meeting electronically. E-mail lisa.figueroa@cityoftoledo.org to receive the meeting login information.

Public Comments: The Budget Committee may take limited verbal comments during the meeting. Written comments may be submitted by email to 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 Budget Committee and included in the record.

- 1. Call to Order**
- 2. Approval of Minutes**
Consider minutes from the meetings held May 4, 2021 and May 11, 2021
- 3. Continue review/discussion of the proposed Budget**
- 4. Receive public comment on the proposed Fiscal Year 2021-2022 budget and state shared revenues**
- 5. Recommendation of Budget approval to the City Council**
- 6. Adjournment**

Comments submitted in advance are preferable. Comments may be submitted by phone at 541-336-2247 extension 2060 or by e-mail at lisa.figueroa@cityoftoledo.org.

Pursuant to ORS 294.426(7), the proposed budget for Fiscal Year 2021-2022 is available to the public on the city documents page of the City website at www.cityoftoledo.org. A hard copy of the proposed budget is available for review Monday through Thursday 8:00 am to 5:00 pm at the Toledo City Hall, located at 206 North Main Street. It is also available on the City website at www.cityoftoledo.org.

**TOLEDO BUDGET COMMITTEE
REGULAR MEETING**

May 4, 2021
6:00 p.m.

1. CALL TO ORDER

Chairperson Gerttula called the meeting to order at 6:03 p.m.

Present	Absent	
X		Barry Bruster
X		Betty Kamikawa
	X	Heather Jukich
X		Jackie Kauffman
X		Josh Smith
X		Michele Johnson
X		Nancy Bryant
X		Polly Chavarria
X		Randy Getman
X		Rob Duprau
	X	Rod Cross
X		Tracy Mix
X		Todd Michels
		Vacant

Staff present: City Manager (CM) Judy Richter, Public Works Director (PWD) Bill Zuspan, Police Chief (PC) Michael Pace, Library Director (LD) Deborah Trusty, Fire Chief (FC) Larry Robeson, City Recorder Lisa Figueroa and Accounting Supervisor (AS) Cindy Olivier

2. APPROVAL OF MINUTES

Motion – Member Kamikawa moved to approve the minutes from April 27, 2021 as presented. Member Kauffman seconded the motion and it carried as follows:

	AYE	NAY	ABSTAIN	ABSENT
Barry Bruster	X			
Betty Kamikawa	X			
Heather Jukich				X
Jackie Kauffman	X			
Josh Smith	X			
Michele Johnson	X			
Nancy Bryant	X			
Polly Chavarria	X			
Randy Getman	X			
Rob Duprau	X			
Rod Cross				X
Tracy Mix	X			
Todd Michels				
Vacant				

3. REVIEW/DISCUSSION

The Budget Committee began review of the proposed budget and Chairperson Smith directed the Committee to the General Fund on page 15. The Budget Committee inquired about the Contracts & Other Services line item and CM Richter clarified it includes contractors such as Sequoia Consulting, City Attorney services as well as consultation services for the Contract Planner, the Human Resources services and the accounting services.

Motion – Member Chavarria moved to reduce Personnel Services total by \$100,000, allowing staff to adjust line items as they choose and apply the \$100,000 to the unappropriated balance on page 60. Member Mix seconded the motion and it carried as follows:

	AYE	NAY	ABSTAIN	ABSENT
Barry Bruster	X			
Betty Kamikawa	X			
Heather Jukich				X
Jackie Kauffman	X			
Josh Smith	X			
Michele Johnson		X		
Nancy Bryant	X			
Polly Chavarria	X			
Randy Getman	X			
Rob Duprau	X			
Rod Cross				X
Tracy Mix	X			
Todd Michels	X			
Vacant				

The Committee continued through the Budget and proceeded through the Administration and Police Department funds. There was discussion in regards to the Estimated Actuals for the Contracts and Services line item (Administration) and City Planner. Chairperson Smith asked if staff can provide a breakdown of the \$38,000 within that line item. CM Richter said she would provide information at the next meeting.

Member Cross arrived at 6:49 p.m.

The Committee recessed for a break at 7:10 p.m. and reconvened at 7:20 p.m.

The Committee continued to the General Fund - Property Maintenance fund on page 31.

Motion – Member Mix moved to change the line item for the Fire Department, Training Prop Materials of \$12,000 from line item 035-350-621800 to 035-350-621500. Member Cross seconded the motion and it carried as follows:

	AYE	NAY	ABSTAIN	ABSENT
Barry Bruster	X			
Betty Kamikawa	X			
Heather Jukich				X
Jackie Kauffman	X			
Josh Smith	X			
Michele Johnson	X			

Nancy Bryant	X			
Polly Chavarria	X			
Randy Getman	X			
Rob Duprau	X			
Rod Cross	X			
Tracy Mix	X			
Todd Michels	X			
Vacant				

The Committee proceeded through the Fire, Library and Municipal Court department funds. There was discussion in regards to the ‘Special Payment’ category for the Greater Toledo Pool District, which is a donation from the City.

The Committee recessed at 8:16 p.m. and reconvened at 8:26 p.m.

The Committee discussed the unappropriated surplus fund and inquired what number staff feels is adequate for the beginning balance. CM Richter stated the proposed budget was not prepared lightly and indicated she is comfortable with the budget presented. She noted some areas of the budget may come under budget, for example health insurance, because she recently received updated rates that were lower than what she anticipated. A consensus of the Committee requested CM Richter provide a recalculation of the health insurance line items within the budget. CM Richter stated she will prepare a new budget.

4. PUBLIC COMMENT ON THE PROPOSED FISCAL YEAR 2021-2022 BUDGET

Chairperson Smith opened the floor for public comment and there were no comments.

5. ADJOURNMENT

The meeting adjourned at 8:49 p.m.

Respectfully Submitted,

City Recorder Lisa Figueroa

**TOLEDO BUDGET COMMITTEE
REGULAR MEETING**

May 11, 2021
6:00 p.m.

1. CALL TO ORDER

There were technical issues and the audio was not captured for the first few minutes of the meeting.

Chairperson Smith called the meeting to order at 6:02 p.m.

Present	Absent	
X		Barry Bruster
X		Betty Kamikawa
	X	Heather Jukich
X		Jackie Kauffman
X		Josh Smith
X		Michele Johnson
X		Nancy Bryant
X		Polly Chavarria
X		Randy Getman
X		Rob Duprau
X		Rod Cross
X		Tracy Mix
X		Todd Michels
		Vacant

Staff present: City Manager (CM) Judy Richter, Public Works Director (PWD) Bill Zuspan, Police Chief (PC) Michael Pace, City Recorder Lisa Figueroa and Accounting Supervisor (AS) Cindy Olivieri

2. APPROVAL OF MINUTES

The Committee decided to push the approval of the minutes from May 4 to the next meeting.

3. REVIEW/DISCUSSION

CM Richter provided a summary about the pages distributed at this meeting, which recalculates the health insurance in the budget and replaces the previous version. The Committee continued their review of the budget and revisited page 14.

Motion – Member Chavarria moved to move \$370,000 into a line item [page 106] in the grant fund as a revenue called American Recovery Plan and as an expense called American Recovery Plan. Member Mix seconded the motion and it carried as follows:

	AYE	NAY	ABSTAIN	ABSENT
Barry Bruster	X			
Betty Kamikawa	X			
Heather Jukich				X
Jackie Kauffman	X			
Josh Smith	X			
Michele Johnson	X			
Nancy Bryant	X			
Polly Chavarria	X			

Randy Getman	X			
Rob Duprau	X			
Rod Cross	X			
Tracy Mix	X			
Todd Michels	X			
Vacant				

Motion – Member Bryant moved to include \$100,000 into line item 001-000-405250; Grants [page 71] and then offset it with line item 011-110-620520; Systems [page 72]. Member Chavarria seconded the motion and it carried as follows:

	AYE	NAY	ABSTAIN	ABSENT
Barry Bruster	X			
Betty Kamikawa	X			
Heather Jukich				X
Jackie Kauffman	X			
Josh Smith	X			
Michele Johnson	X			
Nancy Bryant	X			
Polly Chavarria	X			
Randy Getman	X			
Rob Duprau	X			
Rod Cross	X			
Tracy Mix	X			
Todd Michels	X			
Vacant				

Motion – Member Chavarria moved to decrease line item 011-110 620520; Systems by \$95,000 and increase line item 011-110-620540; Road Maintenance Expenditures [page 72] from \$210,000 to \$305,000. Member Bryant seconded the motion and it carried as follows:

	AYE	NAY	ABSTAIN	ABSENT
Barry Bruster	X			
Betty Kamikawa	X			
Heather Jukich				X
Jackie Kauffman	X			
Josh Smith	X			
Michele Johnson	X			
Nancy Bryant	X			
Polly Chavarria	X			
Randy Getman	X			
Rob Duprau	X			
Rod Cross	X			
Tracy Mix	X			
Todd Michels	X			
Vacant				

The Committee proceeded to page 73. There was discussion in regards to the Streets Reserve Fund established for Business Highway 20 improvements only.

Motion – Member Chavarria moved to transfer the appropriated \$363,900 from line item 043-000-80200; Reserved for future expense to line item 043-000-802100; Business Highway 20 improvements. Member Mix seconded the motion and it carried as follows:

	AYE	NAY	ABSTAIN	ABSENT
Barry Bruster	X			
Betty Kamikawa	X			
Heather Jukich				X
Jackie Kauffman	X			
Josh Smith	X			
Michele Johnson	X			
Nancy Bryant	X			
Polly Chavarria	X			
Randy Getman	X			
Rob Duprau	X			
Rod Cross	X			
Tracy Mix	X			
Todd Michels	X			
Vacant				

The Committee recessed at 7:01 p.m. and reconvened at 7:12 p.m.

Motion – Member Bryant moved to remove the City Planner from all funds within the personnel and move the monies to contingency. Member Mix seconded the motion.

There was clarification that the city planner come out of all the funds, including, water, sewer, streets and enterprise funds and move the money into the contingency. Following discussion, the motion carried as follows:

	AYE	NAY	ABSTAIN	ABSENT
Barry Bruster	X			
Betty Kamikawa	X			
Heather Jukich				X
Jackie Kauffman	X			
Josh Smith	X			
Michele Johnson	X			
Nancy Bryant	X			
Polly Chavarria	X			
Randy Getman	X			
Rob Duprau	X			
Rod Cross	X			
Tracy Mix	X			
Todd Michels	X			
Vacant				

The Committee continued to review the budget.

The Committee recessed at 8:00 p.m. and reconvened at 8:11 p.m.

Motion – Chairperson Smith moved to strike page 108 from the Budget, which includes both revenue and expenditures. Member Mix seconded the motion and it carried as follows:

	AYE	NAY	ABSTAIN	ABSENT
Barry Bruster	X			
Betty Kamikawa		X		
Heather Jukich				X
Jackie Kauffman	X			
Josh Smith	X			
Michele Johnson	X			
Nancy Bryant	X			
Polly Chavarria	X			
Randy Getman	X			
Rob Duprau	X			
Rod Cross	X			
Tracy Mix	X			
Todd Michels	X			
Vacant				

4. PUBLIC COMMENT ON THE PROPOSED FISCAL YEAR 2019-2020 BUDGET

Chairperson Smith opened the floor to receive public comments, but there were no comments.

CM Richter noted there was a handout for each member in regards to the breakdown the Committee requested on the \$130,000. The Committee requested they receive another copy of an updated Consolidated Budget [page 14].

5. ADJOURNMENT

The meeting adjourned at 8:44 p.m.

Respectfully Submitted,

City Recorder Lisa Figueroa

RESOLUTION NO. 929

A RESOLUTION ESTABLISHING THE FORFEITURE REVENUE FUND.

WHEREAS, the City receives revenue, known as forfeiture revenue, from drug related seizures, and

WHEREAS, state law regulates how and what forfeiture revenue may be used for, and

WHEREAS, the forfeiture revenue received by the City should be held in a special revenue fund to ensure that it be used only for permitted uses,

NOW, THEREFORE,

THE CITY OF TOLEDO RESOLVES AS FOLLOWS:

Section 1. There is hereby created a fund to be known as the Forfeiture Revenue Fund.

PASSED by the City Council on
this 20th day of June 1994.

APPROVED by the Mayor on this
20th day of June 1994.


City Recorder


Mayor

CITY OF TOLEDO
REQUEST FOR BUDGET COMMITTEE ACTION

	Meeting Date:	Agenda Topic:
	May 18, 2021	Reconsider motion to move \$383,900 within the Streets Reserve Fund
	Agenda Type:	
Not Applicable	Decision Items	
Prepared by:	Reviewed by:	Approved by:
City Manager J. Richter	City Manager Judy Richter	City Manager Judy Richter

Recommendation:

- 1) Leave budget as it is
- 2) Restore the \$383,900 back to original proposed budget. Motion to move \$383, 900 from #041-430-802100 Business Hwy 20 improvements to 043-430-608100, Contracts and Other Services in the amount of \$20,000 and 043-430-802000 Reserved for Future Expenditures in the amount of \$363,900.

Background: During the Budget Committee review, Polly Chavarria made a motion to move \$383,300 within the Streets Reserve Fund from Material and Services to #041-430-802100. This motion was based on her recollection that the Streets Reserve Fund was only for expenditure on Business Hwy 20. However, according to Resolution 1188, “in the future the City may wish to set money aside for other street improvement projects.”

Based on this information, the Budget committee may want to reconsider the motion and move the funds to a less restrictive line item.

Attachment:

1. Resolution 1188

RESOLUTION NO. 1188.

**A RESOLUTION ESTABLISHING
THE STREET RESERVE FUND**

WHEREAS, the City of Toledo has taken over jurisdiction of a portion of the business loop of Highway 20 within the city limits, and

WHEREAS, the City will be responsible for future repairs and improvements to this section of roadway, and

WHEREAS, the City desires to set monies aside to fund the future repairs and improvements, and

WHEREAS, in the future the City may wish to set money aside for other street improvement projects,

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

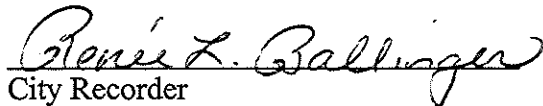
1. There is hereby created a fund to be known as the Street Reserve Fund into which monies shall be set aside for future street improvements.

PASSED by the City Council on this
15th day of June, 2005.

APPROVED by the Mayor on this
15th day of June, 2005.

ATTEST:

APPROVED:


City Recorder


Mayor