CITY OF TOLEDO

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

TOLEDO CITY COUNCIL
Public Hearing and Work Session
January 22, 2020

1. **Call to Order and ascertain quorum**

2. **Visitors/Public Comment**

3. **Presentation –** Save our supply Big Creek Dams project – City of Newport Public Works Director Tim Gross

4. **Public Hearing –**
   - Public Hearing in regards to the disposition and sale of City property; the Toledo Industrial Park – City Attorney David Robinson

5. **Discussion and Decision Items**
   - Discuss Sign Regulations within the Commercial Zoning District – Mayor Rod Cross
   - Request for Council authorization to contract with HR Answers for a Classification/Compensation & Pay Equity Study – Finance Director Judy Richter
   - Request for Council authorization to replace sewer line on Dahl Disposal property to reduce inflow and infiltration – City Manager Wes Hare

6. **Reports and Comments**

7. **Adjournment**

Non-Confidential Memorandum from City Attorney David Robinson to the City of Toledo City Council Regarding Public Hearing and Sale of the Toledo Industrial Park (TIP)

Toledo Municipal Code (TMC) 3.12.060 directs the process:

(a) An appraisal of the subject property was completed in 2018. ORS §192.345(6) conditionally exempts information relating to the appraisal of real estate prior to its acquisition. I advise that the Council not disclose any information contained in the 2018 appraisal. Conditionally exempt public records are subject to disclosure at the discretion of the public body. That discretion is called the public interest analysis. The public interest analysis for this real estate appraisal is as follows: The public interest in nondisclosure outweighs the public interest in disclosure because (a) disclosing the terms of the appraisal defeats the purpose taking bids. If the universe of potential buyers knows what our appraisal says then they will bid targeting the appraisal, (b) In defeating the purpose of taking bids, disclosure simultaneously contradicts the purpose of the Toledo Municipal Code (TMC) 3.12.060(F), and (c) this is public land and public money and the public interest is furthered by obtaining the highest bid for the property – disclosure of the City's appraisal would undermine that public interest.

(b) At the hearing, the Council must solicit public testimony. In order to dispose of the real property, the Council must make two findings: (1) that the property is "not needed for public use" *and* (2) that "the public interest may be furthered" (TMC 3.12.060D).

(c) After the hearing, (which can be the same night as the hearing) the Council must determine whether to offer the property for sale and the minimum acceptable terms. Terms should include the following:
- Prohibition on the buyer converting the property to nonprofit/tax-exempt property
- Minimum acceptable price
- Minimum number of jobs proposed by the development
- The requirement of TMC 3.12.060(G) requiring the City to accept the highest bid will not be enforced. Instead, highest bid will be one factor considered, in addition to the Terms set by Council.

(d) If sale is authorized by Council, Council selects one of the following methods:
(1) highest bidder at public sale,
(2) by sealed bid, or
(3) direct to the purchase inquirer.
Then follow the procedure:

Public notice requirement: a minimum of one advertisement published in a newspaper of general circulation no less than two weeks prior to the sale/bid deadline. The notice must contain a description of the real property, minimum acceptable terms of the sale, and if applicable, the person designated to receive bids, last date bids will be received, and the date, time, and place that bids will be opened. (TMC 3.12.060(F)).

(e) The TIP is within 100 feet of a railroad right of way; therefore, the City must notify the Oregon Department of Transportation no less than 30 days before listing or placing the property for sale (ORS 271.310(3)(a)).

(f) If no acceptable bids are received, then the Council has the power to either alter or keep the same terms and (i) offer the property for public sale a second time, following the notice requirements above, or (ii) list the property for six months with a local real estate broker or on a multiple listing basis. A listing may be renewed once for an additional six-month term. If the city follows the process of listing the property, at the expiration of the listing period (and although not stated but implicit in the wording, that there are no acceptable offers), the city must remove the property form the market.

(g) Any decision to sell the subject property once it is removed from the market requires the city to repeat all of the procedures in TMC 3.12.060 accept that a new appraisal is not required.

Note: TMC 3.12.060(G) requires that the City accept the highest bid. Council may impose additional requirements of the sale according to TMC 3.12.030 ("In determining whether to dispose of real property, the city in its discretion may consider whether to establish certain requirements as conditions of the transaction, such as requiring that the property be developed to a certain standard by a specified date, that the property not be placed in tax-exempt status for a specified length of time, and other conditions the city may deem appropriate").

	Meeting Date:	Agenda Topic:
	January 22, 2020	Request for Council authorization to contract with HR Answers for a Classification/Compensation & Pay Equity Study
Council Goal:	Agenda Type:	
Provide and support a highly qualified and motivated City workforce.	Decision Items	
Prepared by:	Reviewed by:	Approved by:
Finance Director J. Richter	City Manager Wes Hare	City Manager Wes Hare

Recommendation:
Motion to authorize the City Manager to contract with HR Answers for a Classification/Compensation & Pay Equity Study.

Background:
There are several reasons to perform this study:

1) HB 2005 passed in 2017 requiring every organization to conduct a pay equity study.
2) Our management compensation plan was implemented January 1, 2012 and has not been updated. Collective bargaining agreements are reviewed every three years.
3) The market analysis part of the study will help us be competitive in recruiting and retaining qualified city employees.
4) A component of this study can be updated Position Descriptions. Accurate Descriptions are vital in the hiring and performance evaluation processes. They are also beneficial when dealing with injured workers and return to work issues.
5) A wage and classification study was included as one of the Administration goals during the 2019-2020 Budget process.

HR Answers is an Oregon-based company recommended by LGPI and LOC. They have extensive background in Human Resource issues including having conducted many Oregon Pay Equity and compensation projects. They have provided staff with a list of cities, counties and other government organizations they have worked with.
When asked if staffing level recommendations is part of this study, this is their response:
"The challenge is that a salary study will tell you the answer to this. Even when we compare one city to another of the same size, there enough differences (location, customer base, revenue sources, demographic of employees, goals and objectives) that it is not accurate to compare staffing level with any accuracy. There are two ways to do this: (1) secure input on staffing levels from another similarly sized organization, look for similarities and differences in operation, and use that comparison to define staffing levels, or (2) conduct a more in-depth study of the goals and objectives of the city related to customer needs, related to current work loads and efficiency of operations, and from that determine the most effective staffing levels for the city." It would appear if we want this specific information, we would need to engage HR Answers for another study. The goal is to complete this study before the end of the fiscal year and hopefully in time to adjust budgets as needed.

Fiscal Impact:	Fiscal Year:	GL Number:
$23,000	**2019-2020**	**001-900-608100**

Attachment: Proposal from HR Answers

On Behalf of:

PROPOSAL
for
CLASSIFICATION/COMPENSATION & PAY EQUITY STUDIES

January 2020

Submitted by HR Answers, Inc.

Paul H. Hutter, SPHR
Senior Consultant
7659 SW Beveland St, Suite 130
Tigard, OR 97223
Phone: 503-885-9185
Fax: 503-885-8614
phutter@hranswers.com

SECTION 1 – EXPERIENCE WITH COMPENSATION STUDIES

HR Answers, Inc. (HRA) is a regional consulting firm headquartered in Tigard, Oregon, with a branch office in Salem, Oregon. It was founded in 1985 and is the largest independent human resources consulting firm in the Pacific Northwest. In 2018, HRA cut 64 W-2's. Our consulting staff includes both specialists and generalists who have more than 300 years of combined experience and a wealth of practical, tested solutions to offer our clients. In addition, through our temporary staffing division, we have a flexible staff consisting of an additional 15 HR professionals.

Our consultants are Professionals in Human Resources (PHR) or Senior Professionals in Human Resources (SPHR) certified by the Human Resources Certification Institute, Alexandria, VA. Two of the staff members also possess CPC designations (Certified Professional Consultants) which are conveyed by the International Guild of Professional Consultants.

We believe that our proposal will demonstrate our unique qualifications and the background and experience we would bring to any work for City of Toledo, including:

- We are a firm known and respected for both the quality of our work and the professional competence of our staff, thereby increasing the likelihood of favorable reception by employees to our interactions and recommendations.
- We have substantial experience in assisting Public Sector organizations with a wide variety of human resources projects, **including many Oregon Pay Equity and compensation projects.** We use both traditional and customized approaches to fit the specific needs of the individual organization. With our clients, we have created a variety of different types of systems, including introducing pay for performance in some of our public-sector client organizations, even in a unionized environment.
- We place major emphasis on communicating and working closely with client project managers to achieve understanding, consensus, and ownership of the project results. This is especially critical when communications need to be open and transparent because they are about compensation.
- We believe that there are five guiding principles that should be embedded in any compensation project. They are:
  - External Equity (based on market information)
  - Internal Equity (job value within the organization)
  - Individual Equity (employees paid based on capability, experience, and/or performance)
  - Process Equity (policies and procedures are consistently followed)
  - Ability to pay (financial constraints are acknowledged and addressed)

All of our compensation work is done with these principles in mind unless we are advised by a client that one or more of these are not appropriate for that organization.

HR Answers is an Equal Opportunity Employer registered as a Woman-owned Business Enterprise (WBE) in the state of Oregon, and is committed to bringing about diversity in the workplace. We do not have that same designation in Washington because of our company’s size.

A consulting firm is only as good as the people and expertise it brings to the specific project. In this section, we identify the consultants who would specifically be working on the project. The nature and timeliness of this project requires senior level personnel who have the expertise and experience to do the job right the first time.

Our team has extensive experience not only in compensation for private and public sector clients, but also in working with managers, as well as represented and non-represented employees in our consulting assignments. In many cases, clients select us to develop a compensation plan that is fair to the employees and the organization, given fiscal, political, cultural, and historical issues, and constraints. We understand the issues and sensitivities associated with classification and compensation plans and would bring that sensitivity to your project.

SECTION 2 – CONCEPTUAL APPROACH & PROCESS

Scope of Work

It is our understanding that City of Toledo is interested in a comprehensive classification/compensation and Oregon Pay Equity study for its 36 positions encompassing 44 employees. The project is to be completed in two phases as described below. All positions are referenced in this proposal as per the Oregon Pay Equity Act, all positions, represented and non-represented are required to be evaluated for pay equity.

Phase 1: Pay Equity/Classification Study

Review current position descriptions and classifications to analyze and identify jobs entailing work of comparable character including work that requires substantially similar knowledge, skill, effort, responsibility, ability, education, experience, relevance, working conditions and hierarchical consistency.

Phase I of this project will begin with a review City of Toledo's position descriptions and the classification within they are currently placed. This step will prepare HR Answers to administer the Job Analysis Questionnaire (JAQ) process where we gather the specific information of each position which then enable us to:

- *Determine comparable markets the position fits into for Phase II of this project*
- *Obtain detailed information about the duties of each position to accurately conduct Pay Equity job evaluations and subsequent analysis.*

Additionally, HR Answers will review all of the City of Toledo's Collective Bargaining Agreements and determine how the content of each CBA relate to and potentially affect how the pay equity study will be accomplished. We will also identify, based upon the CBA, how compensation is viewed and defined, as well as how union communication is required during this project.

We will also review the City of Toledo's compensation policy, philosophy and associated procedures to understand how the City of Toledo presently defines and looks at compensation. As a function of this proposal, HR Answers recommends a joint review/revision/development of the compensation policy/philosophy that best answers the question, "what does (City of Toledo) want pay to accomplish?" The results of this conversation will guide the development of pay structures and the compensation plan that supports ongoing compliance with Oregon Pay Equity.

Develop, administer, and analyze position questionnaires, as needed to ensure compliance with Oregon's pay equity law, and conduct in-person interviews of select staff, if necessary, to complete analysis.

One of the more critical aspects of a pay equity study is the evaluation of positions based upon the five comparable characteristics. To ensure accuracy and consistency, the project will require up-to-date and accurate job content for all positions. This process will be defined by how current and accurate (including the information needed to assess comparable character) the City of Toledo's job descriptions are.

With other pay equity projects we are finding that job descriptions are not current. As a result, we recommend capturing current job content through the JAQ (Job Analysis Questionnaire) process. This is a process whereby we gather consistent job-related information from each employee and supervisor. A JAQ is a detailed questionnaire that solicits information from the employee about the job knowledge, responsibilities, effort skills and working conditions, etc. that are needed to accomplish the assigned work. The JAQ also captures the information in a format which can easily be converted to an updated job description.

We have had great success in offering JAQ workshops where employees can attend, learn about the law and why City of Toledo is having to do this, learn that the pay equity study has little to nothing to do with the wage or how wage is determined. During these sessions, we walk employees' line by line through the JAQ to better enable them to understand the form and how to complete it. The workshop contains multiple real-life examples to help them get more comfortable with the process.

Upon employee completion of their respective JAQ (all completed in the electronic format), supervisors will be tasked with a review and edit for a final product which is then used in the evaluation phase.

The next step in the process will be to design the factors associated with the five comparable characteristics as defined by the law. HR Answers has completed, and is in the process of completing many Oregon Pay Equity studies, some for organizations like City of Toledo. We would recommend that we utilize the standardized system developed for organizations of your size.

Before moving into Internal Equity phase of the project, this is a point where HR Answers and City of Toledo will meet to review and discuss finding thus far. Doing so will give City of Toledo an opportunity to provide input, and or redirect the scope of the project based upon the findings.

Review and revise current position descriptions and classifications.

Having gathered accurate position duties in the step above, HR Answers will utilize this information to update City of Toledo's existing job descriptions. We would ensure the process includes the job description format desired by City of Toledo, as well as include an FLSA audit of all exempt positions.

Develop a straightforward, easily understood, classification maintenance system that the City will use to keep the classification system current and equitable.

As a result of a pay equity study, the city will have the opportunity to make any corrections to pay and or benefits where a pay inequity has been identified. Once complete, all further compensation activity must revolve around pay equity and be related to the City of Toledo's compensation policy/CBA/practice. This is inclusive of a classification system that is based off of the city's comparable characteristic factors. As can be seen, there will be multiple factors at play in the evaluation of pay going forward. HR Answers will take care to ensure that the classification system it designed is closely tied to pay equity and to how recruitment, placement and pay adjustments in the future will ensure compliance with all factors of this study.

Assist the City in developing a compensation philosophy, plan, structure (non-represented employees) and associated policies to guide classification and compensation decisions to enable the City to easily implement, administer and maintain a pay grade and salary range structure over the life of the system and in compliance with the Oregon Pay Equity Act.

We will review the City of Toledo's compensation policy, philosophy and associated procedures to understand how the City of Toledo presently defines and looks at compensation. As a function of this proposal, HR Answers recommends a joint review/revision/development of the compensation policy/philosophy that best answers the question, "what does (City of Toledo) want pay to accomplish?" The results of this conversation will guide the development of pay structures and the compensation plan that supports ongoing compliance with Oregon Pay Equity.

Conduct an equal- pay analysis of both compensation structures and individual compensation to identify whether any wage disparities exist among employees performing work of comparable character.

As stated above, the evaluation of each job against the defined comparable characteristics is a critical phase of any pay equity project. HR Answers will apply the evaluation tool to all positions.

At the conclusion of this phase, and prior to analysis of pay equity, the evaluated positions will be sorted into "Comparable Groups." It is the incumbents within each comparable group that are then analyzed for pay equity.

At this step in the project, HR Answers will complete an analysis of pay equity on the incumbents within each comparable group. This will require discussions with City of Toledo to identify which of the eight "Exceptions" as provided by the law best apply to the City of Toledo. We are finding that seniority and experience are the most frequent used by organizations. The result of this step is to look for and identify any "pay inequities" that appear to exist among incumbents within each comparable group, and then apply the "exceptions" to quantify reasons, or not, for the inequity.

Part of this process is working with City of Toledo to consider what, if any placement matrices have been used in the past for the placement of new hires. Identifying these tools aid in the justification processes. The analysis also looks at the application of additional compensation like recruitment *and retention bonuses, shift differentials, application of leave benefits, and the application of all other benefits.*

Provide written documentation of assessment methodology and equal- pay analysis and tools necessary to support HR staff for on-going maintenance and administration of the classification and compensation structures and future Equal Pay Analyses; Train City fiscal/HR staff on methodology.

Upon completion and finalization of the study, HR Answers will develop a comprehensive implementation and communication plans to include educational materials, operation and maintenance of the system, for the City of Toledo's Human Resource staff. The Plan will include step-by-step processes and timelines for a successful implementation of the new plan.

Once the implementation plan has been developed, HR Answers will conduct a series of meetings with all identified stakeholders to explain the methodology used in all aspects of the study, the evaluation and subsequent recommendations of the compensation structure and classifications, and finally the concepts of the implementation plan. At a minimum, these meetings will involve the Compensation Team.

The final step in the process will be to develop and deliver a comprehensive educational guide to be used to assist in training Human Resources in the administration and maintenance of the new system.

Phase 2: Total Compensation Market Analysis.

Review the City's current compensation practices to gain a thorough understanding of the current compensation program for represented and non-represented staff.

HR Answers will review the City of Toledo's Collective Bargaining Agreement, as well as compensation policies, philosophies and practices and determine how the content of the CBA and policies relates to and potentially affects how the pay equity study will be accomplished. We will also identify, based upon each CBA, how compensation is viewed and defined.

In conjunction with City, identify "comparator" cities that can be used to solicit data from.

Prior to undergoing the market study phase of this project, HR Answers will work with City of Toledo to identify both comparable industries/organizations and comparable geographical locations from which to gather market data.

Conduct a total compensation market analysis.

City of Toledo has two options available to it for the gathering of market data:

- *Direct Market Survey – whereby the comparable industries/organizations identified as a function of this phase of the project would be solicited for wage data. This process requires the creation of a custom survey and accompanying survey documents which identify all wage and benefits for which data is needed; distributing the survey; managing the process of data collection; data cleaning and drafting of the survey results.*

- *Published Market Surveys – HR Answers maintains multiple industry (Private and Public sector) published market surveys, from which it can draw salary and benefits market data for the identified positions.*

Both processes will result in a report of market data for all positions.

Develop external competitive and internal equitable salary recommendations for each classification included within the study.

The last step in Phase II will be to utilize the market data for wages and benefits, conduct an incumbent analysis, and then draft a report of findings compared to market. We will also consult the organizations compensation policy/philosophy, which is the organizations guide for managing compensation, and then draft recommendation(s) for changes based on the gathered market data and the policy.

SECTION 3 – QUALIFICATIONS OF PROJECT STAFF

JUDY CLARK, SPHR, IPMA-CP, CPC – FOUNDER OF HR ANSWERS

Judy Clark, Founder and Owner of HR Answers, Inc., has more than 40 years of human resources experience, more than 30 of which have been in consulting. Prior to starting HR Answers, Inc., she worked in healthcare both while she was going to school and then later as an HR Director, with promotions up to Assistant Administrator. Additionally, she serves as adjunct faculty to the School of Business at Portland State University, teaching a variety of HR classes in the Human Resource Management certificate programs. Previously she was on faculty teaching compensation and reward systems for 27 years at the University of Washington having retired in 2014. Judy is certified as a Senior Professional in Human Resources (SPHR) through the Human Resource Certification Institute and as a Certified Professional Consultant (CPC) through the International Guild of Professional Consultants. She served for six years on the national board of the Society for Human Resource Management (SHRM), and recently completed a term on the board of the SHRM Foundation. She also served for five years on the national Board of Directors for SHRM's Consultants Forum, including a term as President of the Board. She has a busy national presentation and training schedule, giving more than 15 presentations each month throughout the country, some of which are designed to assist other HR professionals attain their professional certifications. She is often sought out for media commentary, and has served as an Expert Witness for court cases on numerous occasions, many of them involving issues of employee compensation. Judy has been a writer for the *Portland Business Journal* and *Oregon Business Magazine*, a manuscript reviewer for the national *HR Magazine*, and serves on a variety of community service boards and committees.

Additionally, and relevant to this work, Judy holds the highest designation from IPMA (International Public Management City), a IPMA-CP. This designation signals her understanding of the unique nature of public sector organizations.

LAURIE L. GRENYA, SPHR – CO-PRESIDENT & PROJECT SUPPORT

Person authorized the negotiate the proposed contract for this RFP
Laurie is our Co-President with over 15 years of human resources experience in the public sector. Laurie has extensive knowledge and understanding of compensation work and Human Resource management for all sizes of government agencies. Laurie's skills include salary surveys, classification and position description development, Human Resource system management, project planning, training, staffing and recruitment, organizational design, labor contract negotiations, interest arbitration and mediation. Laurie has extensive experience working with executive, management and staff in group settings and one-on-one meetings to explain and exchange information or facilitate discussions. Laurie has served as an expert witness in arbitration hearings and supported Attorneys in case development and settlement discussions. Laurie is truly an expert in public sector organization compensation and has literally worked on more than one hundred compensation projects. Laurie has a passion for effective management and has a keen eye for alternative solutions within best practice and acceptable risk.

PAUL H. HUTTER, SPHR - SENIOR CONSULTANT, PROJECT LEAD; PROJECT SUPPORT

Paul is a Senior Consultant with over 20 years of human resources experience in both the private and public sectors, 15 of which has been in consulting. Paul is certified as a Senior Professional in Human Resources (SPHR) through the Human Resources Certification Institute. Paul's expertise lies within a full range of human resource services; chiefly among them, the completion of compensation and classification studies. Paul also specializes in management development and has extensive knowledge and understanding of industry best practice in adult learning, organizational and management development and Human Resource management for all sizes of organizations. In addition, Paul's skills include, Human Resource system management, project planning, training, staffing and recruitment, organizational design, labor contract negotiations, and corporate level strategic planning. Paul has extensive experience working with executive, management and staff in group settings and one-on-one meetings to explain and exchange information or facilitate discussions. Paul's expertise in this area has provided him the opportunity to provide this level of service to hundreds of clients.

Other consultants may also assist on this project as needed to meet timelines and work product. HR Answers has an extensive staff of consultants who routinely work on our large compensation projects. For additional staff bios, please visit our website, www.hranswers.com.

SECTION 4 - PROJECT TIME LINE

Based on this schedule, we can complete all work by March 30th, 2020, *if* job description updates are minimal and we do not need to undertake the JAQ process. Collection of this information typically adds about 30 days (with this number of staff) to the overall project timeline. The size of our staff allows use of several consultants on any task if required to meet a client timeline. Job description are foundational to each phase of this project and the benefit would far outweigh any potential impact from extension of timeline. Further discussion would be needed to develop a detailed plan based on options chosen.

SECTION 5 - REFERENCES

We invite (City of Toledo) to contact the following references who can comment on the quality of our work and professional competence of our staff. Should you want more references, we would be happy to provide them for you.

Patricia Anderson Wieck, Dean, Human Resources; Titles VI & IX Coordinator
Clackamas Community College
Cell: 971-506-5605;
patricia.anderson@clackamas.edu;
Rachele Lyon MBA, THRP, Chief Human Resources Officer
Southwestern Oregon Community College
541.888.7259
rachele.lyon@socc.edu
Alice Sprague, Director of Human Resources
Chemeketa Community College
Alice.sprague@chemekta.edu
503-399-2537

Jennifer Blake, Human Resources Director
Umatilla County
Phone: 541-278-6207
Email: jennifer.blake@umatillacounty.net

Jennifer Palmer, SPHR, SHRM-SCP, Human Resources Manager
Deschutes Public Library
507 NW Wall Street
Bend, OR 97703
p: 541-312-1024
mailto:jennp@dpls.lib.or.us

Jennifer Gorsuch, Administrative Services Director
City of Camas
Phone: 360-817-7013
Email: JGorsuch@cityofcamas.us

SECTION 6 – ESTIMATED COSTS

This proposal has been carefully reviewed and the firm does have the ability and willingness to provide all the necessary services and materials. If needed, HRA would welcome and encourage further discussion on the matter as we have flexibility to accommodate the timeline and changes in the way work is done to reduce budget.

The hourly rates shown below are discounted by 10% from our regular rates in consideration of City of Toledo' status as a Public Sector organization.

Principal Consulting... $270/hour
Senior Consulting.. $180/hour
Professional Consulting $160/hour
Administrative support and travel time.............................. $ 90/hour

The above fees are based on the assumption that work will include multiple client meetings and 36 positions with 44 employees. Should these numbers change, we are prepared to discuss any adjustment in our fees resulting from such actions. It is our policy to discuss our fees with clients in order to meet all budget requirements for the work

Phase I

Review Applicable Documents: meeting(s) with the project team to discuss, identify and finalize the scope of the project; secure and review applicable documents.	3 hours - $540
Develop Pay Equity Comparable Characteristic Factors: utilize HR Answers standardized factors and adjust them to meet the City of Toledo's needs and culture; identify bona fide factors	$1,800
Job Content Process (JAQ Workshops): Process of assisting the incumbents in the documentation of their position through the use of a JAQ; Option A: HRA to record and provide a webinar on the JAQ completion process; Option B: This would involve three (3) workshops with staff for JAQ education, assistance in answering questions.	 2 hours - $360 6 hours - $1,080
OPTIONAL: Job Description Development/FLSA Audit:	36 hours $3,600 - $5,400
Job Evaluation Process: HRA applies the job evaluation tool for all position.	12 hours - $2,000
Pay Equity Analysis: Conduct an analysis of the incumbents within each comparable group as identified from the job evaluation phase of this project. Make application to the "exceptions" and develop a corrective action plan for inequities discovered.	10 hours - $1,800
OPTIONAL: Recommend methods/guidelines for merit/pay increases:	5 hours - $900
Report of Recommendations: Draft a report of recommendations as a result of the pay equity study. Review and revise Compensation Policy/Philosophy; Structures; Systems – facilitate changes with City of Toledo Administration.	12 hours - $2,000
OPTIONAL: Implementation Plan: Develop a comprehensive implementation and communication plan to guide the organization with the implementation of the new system. To include educational materials and education for CCC HR on systems and process.	6 hours $1,080

Total for Phase I – Option A for evaluations (without other listed options)	$8,500

Phase II

Define Comparator Cities for survey:	3 hours - $540
Conduct Wage Survey: • Direct Market Survey • Supplement with Published Data Research (15%)	22 hours- $4,000 15 hours - $2,700
Market Data Analysis; Correlation with Pay Equity Results -Make Recommendations:	10hours - $1,800
Total for Phase II: Direct Market Survey	$9,040

SUMMARY

We believe HRA is eminently qualified to carry out the work required to bring this study to a successful and acceptable conclusion. Our many years of consulting experience with public entities provides us with insight that other firms may not possess. In particular, we would like to emphasize our many years of experience in reviewing, analyzing, and writing classifications and conducting compensation surveys. Much of this work entailed reviewing our work with all of the constituents involved. We believe we have developed skills to both conduct these studies and communicate with the various audiences that are party to the project. In particular, we are adept at working with organizations that are represented by unions.

It is our plan to assign our three most experienced consultants to this work, each of whom have worked extensively in classification and compensation issues with public entities. Because of the size of our firm, we can assure you that all work will be completed on schedule. It has been our experience that client organizations often want project work to proceed as quickly as possible; however, they find that other issues or urgent situations can intrude on the project work.

We would welcome the opportunity to conduct this work for the City of Toledo and we invite you to contact us with any questions or desire for additional information.

____

Paul H. Hutter, SPHR
Senior Consultant

	Meeting Date:	Agenda Topic:
	January 22, 2020	Request for Council authorization to replace sewer line on Dahl Disposal property to reduce inflow and infiltration
Council Goal:	**Agenda Type:**	
Maintain and improve public infrastructure and facilities.	Decision Items	
Prepared by:	**Reviewed by:**	**Approved by:**
Manager Pro Tem W. Hare	City Manager Wes Hare	City Manager Wes Hare

Recommendation:
To approve an agreement with Dahl Disposal to replace an existing sewer line to reduce inflow and infiltration into the City's sanitary sewer system

Background:
In an effort to reduce Inflow & Infiltration (I & I) for the Wastewater Treatment Plant we need to abandon approximately 250' of sanitary sewer mainline that crosses Memorial Field. Before we can accomplish that, Dahl Disposal needs to relocate their existing lateral that ties into the manhole on their property. They have no obligation or reason to pay the cost of relocation.

However, in an effort to be a "good neighbor" and help the City with our I & I problem, they have agreed to pay half of the cost of approximately $18-19,000.

Staff is requesting authorization from the Council to replace the line with a contribution of half the cost from Dahl Disposal.

Result - Abandon: 2 leaking manholes and 250' of leaking mainline crossing Memorial Field for a cost to the City of approximately $ 9000.00.

Fiscal Impact:	Fiscal Year:	GL Number:
$9,000	**2019-2020**	

General Fund Consolidated

2nd Quarter Financial Report 2019-2020

Printed: 01/14/20 16:24:02
Period 04 - 06
Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
001	000	400100	Beginning Fund Balance	$ (2,002,246)	$ (2,107,216)	$ -	$ (2,107,216)	105.24%
001	000	400200	Current Taxes	$ (1,900,000)	$ (20,625)	$ (506,673)	$ (1,905,363)	100.28%
001	000	400300	Delinquent Taxes	$ (60,000)	$ (16,988)	$ (8,035)	$ (34,767)	57.94%
001	000	400400	Interest	$ (15,000)	$ (59,683)	$ (20,054)	$ (114,567)	763.78%
001	000	401300	Natural Gas Franchise	$ (24,000)	$ (4,807)	$ -	$ (9,193)	38.31%
001	000	401400	Telephone Franchise	$ (4,000)	$ -	$ -	$ -	0.00%
001	000	401450	Telecommunications Franchise	$ (3,500)	$ (843)	$ (0)	$ (1,873)	53.50%
001	000	401500	Television Franchise	$ (22,000)	$ (5,943)	$ -	$ (11,831)	53.78%
001	000	401600	Garbage Franchise	$ (50,000)	$ (13,803)	$ -	$ (55,487)	110.97%
001	000	401700	Electric Franchise	$ (850,000)	$ (188,908)	$ (76,615)	$ (407,895)	47.99%
001	000	401750	Street Light Utility Fees	$ (37,500)	$ (9,539)	$ (3,281)	$ (19,144)	51.05%
001	000	401900	Beverage License	$ (300)	$ -	$ -	$ -	0.00%
001	000	402000	Business License	$ (19,000)	$ (15,547)	$ (415)	$ (16,924)	89.08%
001	000	402100	Building Permits	$ (500)	$ (258)	$ -	$ (772)	154.41%
001	000	402200	State Liquor Fees	$ (64,000)	$ (10,315)	$ -	$ (30,268)	47.29%
001	000	402300	Cigarette Tax	$ (4,100)	$ (735)	$ (706)	$ (2,806)	68.43%
001	000	402350	Marijuana Tax	$ (10,000)	$ -	$ (3,633)	$ (7,358)	73.58%
001	000	402500	State Revenue Sharing	$ (45,000)	$ (12,726)	$ -	$ (25,549)	56.78%
001	000	402700	Refunds & Misc	$ (25,000)	$ (8,036)	$ (211)	$ (27,746)	110.98%
001	000	402710	Lien Searches	$ (2,000)	$ (860)	$ (180)	$ (1,420)	71.00%
001	000	402735	Public Records Request	$ -	$ (40)	$ (10)	$ (90)	0.00%
001	000	402740	Notary Fee	$ -	$ (230)	$ (70)	$ (370)	0.00%
001	000	402750	Land Use Fees	$ (1,000)	$ (400)	$ -	$ (400)	40.00%
001	000	402800	Toledo Rural Fire Protect	$ (175,000)	$ -	$ (64,090)	$ (64,090)	36.62%
001	000	402825	Fire Protection Services	$ (23,300)	$ (47,067)	$ -	$ (47,067)	202.00%
001	000	403000	Municipal Court Fines	$ (60,000)	$ (14,389)	$ (9,697)	$ (43,814)	73.02%
001	000	403050	Towing Fees	$ (2,000)	$ (2,300)	$ (300)	$ (3,900)	195.00%
001	000	403100	Library Receipts	$ (1,500)	$ (420)	$ (124)	$ (760)	50.69%
001	000	403140	Library Service District	$ (85,000)	$ -	$ (37,048)	$ (37,048)	43.59%

001	000	405250	Grants	$	(10,000)	$	(360)	$	(1,328)	$	(2,217)	22.17%
001	000	405380	Rents and Leases	$	(10,000)	$	(4,890)	$	(1,755)	$	(9,345)	93.45%
001	**000**		**REVENUES**	**$**	**(5,505,946)**	**$**	**(2,546,927)**	**$**	**(734,226)**	**$**	**(4,989,281)**	**90.62%**
001	800	620500	Equipment	$	37,000	$	-	$	-	$	-	0.00%
001	650	620520	Systems	$	68,500	$	14,528	$	-	$	14,528	21.21%
001	**650**		**CAPITAL OUTLAY**	**$**	**105,500**	**$**	**14,528**	**$**	**-**	**$**	**14,528**	**13.77%**
001	650	631600	Transfer to General Reserve	$	137,500	$	-	$	-	$	-	0.00%
001	700	631960	Trans to Bldg & Property Res	$	62,500	$	-	$	-	$	-	0.00%
001	**700**		**TRANSFERS**	**$**	**200,000**	**$**	**-**	**$**	**-**	**$**	**-**	**0.00%**
001	900	640100	Contingency	$	320,528	$	-	$	-	$	-	0.00%
001	**900**		**CONTINGENCY**	**$**	**320,528**	**$**	**-**	**$**	**-**	**$**	**-**	**0.00%**
001	100	500010	City Manager	$	96,820	$	43,936	$	15,661	$	90,920	93.91%
001	400	500012	Police Chief	$	89,857	$	13,979	$	6,895	$	34,664	38.58%
001	500	500014	Fire Chief	$	85,946	$	13,929	$	2,165	$	20,799	24.20%
001	650	500016	Public Works Director	$	8,778	$	-	$	-	$	400	4.56%
001	100	500018	Finance Director	$	58,900	$	15,768	$	5,256	$	31,536	53.54%
001	400	500020	Police Detective	$	-	$	5,580	$	-	$	5,580	0.00%
001	400	500022	Police Sergeant	$	73,308	$	18,664	$	5,898	$	36,358	49.60%
001	900	500024	Information Systems Admin	$	35,600	$	7,862	$	2,621	$	15,725	44.17%
001	650	500026	Public Works Op Supervisor	$	6,178	$	1,912	$	548	$	3,477	56.28%
001	100	500028	City Recorder	$	57,129	$	14,999	$	4,886	$	29,657	51.91%
001	650	500030	Lead/Senior Facility Operator	$	6,062	$	1,523	$	508	$	3,046	50.25%
001	500	500032	Asst Fire Chief	$	-	$	10,129	$	4,993	$	25,108	0.00%
001	500	500034	Division Fire Chief	$	185,172	$	24,362	$	3,521	$	45,503	24.57%
001	400	500036	Police Officer	$	339,414	$	51,499	$	22,168	$	115,500	34.03%
001	400	500040	Head Dispatcher	$	59,489	$	15,558	$	5,186	$	31,116	52.31%
001	700	500042	Library Director	$	60,000	$	15,705	$	4,861	$	30,288	50.48%
001	100	500050	Full Time	$	-	$	-	$	-	$	(300)	0.00%
001	800	500053	Accounting Clerk 3	$	37,428	$	9,159	$	3,206	$	18,429	49.24%
001	400	500056	Dispatcher	$	224,897	$	55,284	$	18,471	$	114,466	50.90%
001	650	500057	Muni/Grounds Maint Worker	$	40,588	$	9,876	$	152	$	13,320	32.82%
001	700	500064	Library Assistant Director	$	40,200	$	10,092	$	3,364	$	20,184	50.21%
001	650	500067	PT Muni/Grounds Maint Worker	$	18,480	$	6,534	$	3,368	$	15,372	83.18%

001	650	500068	Custodian	$	23,595	$	5,903	$	2,007	$	11,867	50.30%
001	700	500072	Library Tech Services Op	$	36,000	$	9,445	$	3,071	$	18,919	52.55%
001	700	500076	Library Clerk	$	14,000	$	2,845	$	1,082	$	5,890	42.07%
001	100	500082	City Planner	$	84,385	$	-	$	-	$	-	0.00%
001	100	500084	Assistant Planner	$	18,500	$	6,530	$	1,562	$	11,279	60.97%
001	500	500088	Wildland Firefighter	$	15,000	$	-	$	1,036	$	1,036	6.91%
001	500	501400	Call Time	$	8,000	$	1,209	$	360	$	2,157	26.96%
001	800	501500	Overtime	$	124,000	$	35,584	$	13,074	$	71,532	57.69%
001	500	501501	Overtime Wildland Firefighters	$	10,000	$	-	$	-	$	-	0.00%
001	400	501600	Grant Overtime	$	10,000	$	4,594	$	1,074	$	5,669	56.69%
001	900	504700	Social Security	$	144,639	$	31,539	$	10,534	$	63,538	43.93%
001	900	504800	Health Insurance	$	540,125	$	102,974	$	38,224	$	211,559	39.17%
001	500	504850	Personal Holiday	$	22,824	$	7,279	$	3,564	$	16,201	70.98%
001	900	504900	Workers' Comp	$	52,120	$	32,912	$	50	$	33,066	63.44%
001	900	505000	Retirement	$	238,339	$	59,183	$	18,062	$	114,092	47.87%
001	100	505100	Auto Allowance	$	3,600	$	804	$	300	$	1,704	47.33%
001	900	604000	Unemployment	$	20,000	$	-	$	-	$	-	0.00%
001	**900**		**PERSONNEL SERVICES**	**$**	**2,889,373**	**$**	**647,151**	**$**	**207,728**	**$**	**1,269,657**	**43.94%**
001	800	600100	Office Supplies	$	21,000	$	4,411	$	1,549	$	8,027	38.22%
001	900	600150	Data Processing Support	$	13,000	$	4,767	$	10	$	4,808	36.99%
001	700	600210	Electricity	$	43,470	$	9,230	$	3,427	$	18,702	43.02%
001	700	600220	Communication Services	$	61,525	$	5,825	$	1,300	$	16,024	26.05%
001	100	600230	Advertising & Notices	$	1,500	$	-	$	-	$	20	1.33%
001	500	600240	Natural Gas	$	5,300	$	336	$	-	$	1,072	20.23%
001	650	600250	Alarms	$	50	$	-	$	-	$	-	0.00%
001	700	600300	Equipment Maint & Repair	$	16,850	$	4,472	$	744	$	8,237	48.89%
001	650	600350	Vehicle Maint & Repair	$	24,700	$	5,029	$	963	$	8,588	34.77%
001	650	600400	Facility Needs	$	25,000	$	411	$	1,261	$	6,702	26.81%
001	800	600600	Travel & Training	$	38,500	$	3,830	$	5,306	$	21,185	55.03%
001	900	600700	Membership & Subscription	$	19,450	$	9,565	$	1,145	$	12,347	63.48%
001	650	601500	Gas, Oil & Tires	$	36,000	$	8,608	$	4,179	$	19,257	53.49%
001	900	601700	Insurance	$	70,000	$	74,112	$	-	$	77,872	111.25%
001	700	603000	Network Services	$	8,200	$	-	$	-	$	6,558	79.97%
001	700	603500	Books & Materials	$	26,000	$	6,572	$	1,493	$	12,265	47.17%
001	900	603600	Safety Committee	$	5,000	$	-	$	67	$	67	1.34%
001	900	603700	City Council	$	3,500	$	3,386	$	195	$	4,159	118.82%
001	900	603800	Planning Commission	$	1,000	$	173	$	167	$	801	80.10%

001	900	603900	Economic Development	$	10,000	$	-	$	-	$	-	0.00%
001	900	603950	Abatement	$	5,000	$	227	$	-	$	452	9.04%
001	900	603975	Contributions	$	10,500	$	10,500	$	-	$	10,500	100.00%
001	900	604400	Street Lights	$	132,000	$	34,376	$	11,684	$	69,430	52.60%
001	700	606500	Youth Program Support	$	3,800	$	1,685	$	-	$	1,727	45.45%
001	700	606550	Adult Program Support	$	1,000	$	-	$	26	$	26	2.60%
001	400	607000	Abatement Program	$	26,300	$	3,182	$	2,003	$	9,236	35.12%
001	700	607500	Special Purchases	$	42,100	$	17,240	$	1,322	$	22,088	52.47%
001	900	608000	Supplies	$	60,800	$	12,070	$	16,112	$	35,342	58.13%
001	650	608050	Janitorial Supplies	$	6,000	$	748	$	-	$	1,496	24.93%
001	900	608100	Contract & Other Services	$	251,000	$	57,253	$	20,888	$	136,312	54.31%
001	900	608125	Audit Services	$	30,000	$	-	$	5,250	$	23,934	79.78%
001	500	608150	Volunteer Program	$	42,000	$	10,500	$	3,500	$	21,000	50.00%
001	**500**		**MATERIALS & SERVICES**	**$**	**1,040,545**	**$**	**288,507**	**$**	**82,591**	**$**	**558,231**	**53.65%**
001	900	801000	Unappropriated Surplus	$	950,000	$	-	$	-	$	-	0.00%
001	**900**		**UNAPPROPRIATED**	**$**	**950,000**	**$**	**-**	**$**	**-**	**$**	**-**	**0.00%**
			Total Expenses	**$**	**5,505,946**	**$**	**950,186**	**$**	**290,318**	**$**	**1,842,415**	**33.46%**
			Net	**$**	**-**	**$**	**1,596,742**	**$**	**443,907**	**$**	**3,146,866**	**0.00%**

Administration Department
2nd Quarter Financial Report 2019-2020

Period 04 - 06
Fiscal Year 2020

Fund	Dept	Account Number	Description		Budget		Beg Bal		Period Amt		End Bal	% Of Budget
001	100	500010	City Manager	$	96,820	$	43,936	$	15,661	$	90,920	93.91%
001	100	500018	Finance Director	$	58,900	$	15,768	$	5,256	$	31,536	53.54%
001	100	500028	City Recorder	$	57,129	$	14,999	$	4,886	$	29,657	51.91%
001	100	500050	Full Time	$	-	$	-	$	-	$	(300)	0.00%
001	100	500053	Accounting Clerk 3	$	23,008	$	5,724	$	2,004	$	11,518	50.06%
001	100	500082	City Planner	$	84,385	$	-	$	-	$	-	0.00%
001	100	500084	Assistant Planner	$	18,500	$	6,530	$	1,562	$	11,279	60.97%
001	100	501500	Overtime	$	2,500	$	2,523	$	163	$	3,279	131.17%
001	100	504700	Social Security	$	26,400	$	6,885	$	2,275	$	13,718	51.96%
001	100	504800	Health Insurance	$	89,000	$	17,308	$	5,955	$	34,788	39.09%
001	100	504900	Workers' Comp	$	7,600	$	801	$	6	$	820	10.80%
001	100	505000	Retirement	$	37,650	$	8,713	$	1,867	$	14,332	38.07%
001	100	505100	Auto Allowance	$	3,600	$	804	$	300	$	1,704	47.33%
001	**100**		**PERSONNEL SERVICES**	**$**	**505,492**	**$**	**123,991**	**$**	**39,936**	**$**	**243,252**	**48.12%**
001	100	600100	Office Supplies	$	6,000	$	1,324	$	503	$	2,309	38.49%
001	100	600210	Electricity	$	8,000	$	1,147	$	555	$	2,526	31.58%
001	100	600220	Communication Services	$	3,000	$	819	$	-	$	1,232	41.06%
001	100	600230	Advertising & Notices	$	1,500	$	-	$	-	$	20	1.33%
001	100	600240	Natural Gas	$	600	$	48	$	-	$	151	25.19%
001	100	600300	Equipment Maint & Repair	$	750	$	-	$	-	$	-	0.00%
001	100	600600	Travel & Training	$	7,000	$	369	$	740	$	2,673	38.18%
001	100	600700	Membership & Subscription	$	3,500	$	-	$	60	$	220	6.29%
001	100	607500	Special Purchases	$	5,000	$	2,109	$	662	$	2,772	55.43%
001	100	608000	Supplies	$	3,200	$	76	$	-	$	76	2.37%
001	100	608100	Contract & Other Services	$	130,000	$	36,885	$	14,848	$	90,895	69.92%
001	**100**		**MATERIALS & SERVICES**	**$**	**168,550**	**$**	**42,778**	**$**	**17,368**	**$**	**102,874**	**61.03%**
Grand Total			**Expense**	**$**	**674,042**	**$**	**166,768**	**$**	**57,304**	**$**	**346,126**	**51.35%**

Police Department
2nd Quarter Financial Report 2019-2020

Period 04 - 06
Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
001	400	620520	Systems	$ 28,500	$ 14,528	$ -	$ 14,528	50.98%
001	**400**		**CAPITAL OUTLAY**	**$ 28,500**	**$ 14,528**	**$ -**	**$ 14,528**	**50.98%**
001	400	631600	Transfer to General Reserve	$ 20,000	$ -	$ -	$ -	0.00%
001	400	631960	Trans to Bldg & Property Res	$ 20,000	$ -	$ -	$ -	0.00%
001	**400**		**TRANSFERS**	**$ 40,000**	**$ -**	**$ -**	**$ -**	**0.00%**
001	400	500012	Police Chief	$ 89,857	$ 13,979	$ 6,895	$ 34,664	38.58%
001	400	500020	Police Detective	$ -	$ 5,580	$ -	$ 5,580	0.00%
001	400	500022	Police Sergeant	$ 73,308	$ 18,664	$ 5,898	$ 36,358	49.60%
001	400	500036	Police Officer	$ 339,414	$ 51,499	$ 22,168	$ 115,500	34.03%
001	400	500040	Head Dispatcher	$ 59,489	$ 15,558	$ 5,186	$ 31,116	52.31%
001	400	500056	Dispatcher	$ 224,897	$ 55,284	$ 18,471	$ 114,466	50.90%
001	400	501500	Overtime	$ 90,000	$ 29,296	$ 12,465	$ 62,178	69.09%
001	400	501600	Grant Overtime	$ 10,000	$ 4,594	$ 1,074	$ 5,669	56.69%
001	400	504700	Social Security	$ 68,900	$ 14,897	$ 5,605	$ 31,078	45.11%
001	400	504800	Health Insurance	$ 262,231	$ 54,461	$ 19,433	$ 111,927	42.68%
001	400	504850	Personal Holiday	$ 19,224	$ 6,574	$ 3,372	$ 13,692	71.22%
001	400	504900	Workers' Comp	$ 18,480	$ 12,098	$ 27	$ 12,181	65.92%
001	400	505000	Retirement	$ 107,500	$ 31,932	$ 11,094	$ 64,927	60.40%
001	**400**		**PERSONNEL SERVICES**	**$ 1,363,300**	**$ 314,417**	**$ 111,689**	**$ 639,335**	**46.90%**
001	400	600100	Office Supplies	$ 6,000	$ 1,534	$ 513	$ 2,402	40.03%
001	400	600210	Electricity	$ 13,000	$ 3,504	$ 821	$ 6,218	47.83%
001	400	600220	Communication Services	$ 50,000	$ 3,116	$ 1,059	$ 10,860	21.72%
001	400	600240	Natural Gas	$ 700	$ 64	$ -	$ 207	29.64%
001	400	600300	Equipment Maint & Repair	$ 2,900	$ 165	$ -	$ 264	9.12%
001	400	600350	Vehicle Maint & Repair	$ 6,500	$ 1,245	$ 963	$ 3,774	58.05%
001	400	600600	Travel & Training	$ 10,600	$ 1,647	$ 1,424	$ 6,252	58.98%

001	400	600700	Membership & Subscriptions	$	2,750	$	130	$	905	$	1,491	54.21%
001	400	601500	Gas, Oil & Tires	$	16,500	$	3,877	$	2,568	$	10,153	61.53%
001	400	606500	Youth Program Support	$	800	$	63	$	-	$	63	7.81%
001	400	607000	Abatement Program	$	26,300	$	3,182	$	2,003	$	9,236	35.12%
001	400	607500	Special Purchases	$	12,000	$	11,303	$	-	$	12,139	101.16%
001	400	608000	Supplies	$	12,600	$	6,154	$	2,593	$	11,390	90.40%
001	400	608100	Contract & Other Services	$	12,500	$	1,161	$	215	$	3,879	31.03%
001	**400**		**MATERIALS & SERVICES**	**$**	**173,150**	**$**	**37,143**	**$**	**13,065**	**$**	**78,327**	**45.24%**
Grand Total			**Expense**	**$**	**1,604,950**	**$**	**366,088**	**$**	**124,753**	**$**	**732,190**	**45.62%**

Fire Department

2nd Quarter Financial Report 2019-2020

Period 04 - 06
Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
001	500	620500	Equipment	$ 12,000	$ -	$ -	$ -	0.00%
001	**500**		**CAPITAL OUTLAY**	**$ 12,000**	**$ -**	**$ -**	**$ -**	**0.00%**
001	500	631600	Transfer to General Reserve	$ 95,000	$ -	$ -	$ -	0.00%
001	**500**		**TRANSFERS**	**$ 95,000**	**$ -**	**$ -**	**$ -**	**0.00%**
001	500	500014	Fire Chief	$ 85,946	$ 13,929	$ 2,165	$ 20,799	24.20%
001	500	500032	Asst Fire Chief	$ -	$ 10,129	$ 4,993	$ 25,108	0.00%
001	500	500034	Division Fire Chief	$ 185,172	$ 24,362	$ 3,521	$ 45,503	24.57%
001	500	500088	Wildland Firefighter	$ 15,000	$ -	$ 1,036	$ 1,036	6.91%
001	500	501400	Call Time	$ 8,000	$ 1,209	$ 360	$ 2,157	26.96%
001	500	501500	Overtime	$ 30,000	$ 3,726	$ 446	$ 6,036	20.12%
001	500	501501	Overtime Wildland Firefighters	$ 10,000	$ -	$ -	$ -	0.00%
001	500	504700	Social Security	$ 25,012	$ 4,059	$ 947	$ 7,737	30.93%
001	500	504800	Health Insurance	$ 96,237	$ 13,362	$ 4,596	$ 26,866	27.92%
001	500	504850	Personal Holiday	$ 3,600	$ 705	$ 192	$ 2,509	69.69%
001	500	504900	Workers' Comp	$ 20,000	$ 18,654	$ 4	$ 18,668	93.34%
001	500	505000	Retirement	$ 55,312	$ 10,533	$ 2,411	$ 18,798	33.99%
001	**500**		**PERSONNEL SERVICES**	**$ 534,279**	**$ 100,667**	**$ 20,671**	**$ 175,217**	**32.80%**
001	500	600100	Office Supplies	$ 1,800	$ 639	$ 109	$ 1,244	69.09%
001	500	600210	Electricity	$ 9,000	$ 1,498	$ 609	$ 3,377	37.52%
001	500	600220	Communication Services	$ 2,825	$ 658	$ 80	$ 1,126	39.84%
001	500	600240	Natural Gas	$ 4,000	$ 224	$ -	$ 713	17.84%
001	500	600300	Equipment Maint & Repair	$ 10,000	$ 2,786	$ 520	$ 4,922	49.22%
001	500	600350	Vehicle Maint & Repair	$ 16,700	$ 3,755	$ -	$ 4,785	28.66%
001	500	600600	Travel & Training	$ 13,500	$ 1,763	$ 3,142	$ 11,419	84.58%
001	500	600700	Membership & Subscription	$ 1,150	$ 495	$ -	$ 495	43.04%
001	500	601500	Gas, Oil & Tires	$ 14,000	$ 3,803	$ 1,226	$ 6,766	48.33%

001	500	607500	Special Purchases	$	7,500	$ -	$ -	$	-	0.00%
001	500	608000	Supplies	$	25,500	$ 4,004	$ 13,344	$	19,710	77.29%
001	500	608100	Contract & Other Services	$	10,000	$ 1,611	$ 3,395	$	10,652	106.52%
001	500	608150	Volunteer Program	$	42,000	$ 10,500	$ 3,500	$	21,000	50.00%
001	**500**		**MATERIALS & SERVICES**	**$**	**157,975**	**$ 31,736**	**$ 25,925**	**$**	**86,209**	**54.57%**
Grand Total			**Expense**	**$**	**799,254**	**$ 132,403**	**$ 46,596**	**$**	**261,426**	**32.71%**

Property Maintenance
2nd Quarter Financial Report 2019-2020

Period 04 - 06
Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
001	650	620520	Systems	$ 40,000	$ -	$ -	$ -	0.00%
001	**650**		**CAPITAL OUTLAY**	**$ 40,000**	**$ -**	**$ -**	**$ -**	**0.00%**
001	650	631600	Transfer to General Reserve	$ 22,500	$ -	$ -	$ -	0.00%
001	650	631960	Trans to Bldg & Property Res	$ 22,500	$ -	$ -	$ -	0.00%
001	**650**		**TRANSFERS**	**$ 45,000**	**$ -**	**$ -**	**$ -**	**0.00%**
001	650	500016	Public Works Director	$ 8,778	$ -	$ -	$ 400	4.56%
001	650	500026	Public Works Op Supervisor	$ 6,178	$ 1,912	$ 548	$ 3,477	56.28%
001	650	500030	Lead/Senior Facility Operator	$ 6,062	$ 1,523	$ 508	$ 3,046	50.25%
001	650	500057	Muni/Grounds Maint Worker	$ 40,588	$ 9,876	$ 152	$ 13,320	32.82%
001	650	500067	PT Muni/Grounds Maint Worker	$ 18,480	$ 6,534	$ 3,368	$ 15,372	83.18%
001	650	500068	Custodian	$ 23,595	$ 5,903	$ 2,007	$ 11,867	50.30%
001	650	501500	Overtime	$ 1,500	$ 28	$ -	$ 28	1.90%
001	650	504700	Social Security	$ 8,046	$ 1,946	$ 477	$ 3,565	44.30%
001	650	504800	Health Insurance	$ 32,577	$ 3,135	$ 3,185	$ 8,410	25.82%
001	650	504900	Worker's Comp	$ 3,707	$ 1,114	$ 4	$ 1,126	30.39%
001	650	505000	Retirement	$ 11,437	$ 1,299	$ 427	$ 2,563	22.41%
001	**650**		**PERSONNEL SERVICES**	**$ 160,948**	**$ 33,268**	**$ 10,674**	**$ 63,174**	**39.25%**
001	650	600100	Office Supplies	$ 650	$ 26	$ 9	$ 53	8.08%
001	650	600210	Electricity	$ 4,200	$ 974	$ 437	$ 2,019	48.07%
001	650	600220	Communication Services	$ 3,200	$ 681	$ 161	$ 2,026	63.32%
001	650	600250	Alarms	$ 50	$ -	$ -	$ -	0.00%
001	650	600300	Equipment Maint & Repair	$ 2,000	$ 1,522	$ 224	$ 3,051	152.57%
001	650	600350	Vehicle Maint & Repair	$ 1,500	$ 29	$ -	$ 29	1.91%
001	650	600400	Facility Needs	$ 25,000	$ 411	$ 1,261	$ 6,702	26.81%
001	650	600600	Travel & Training	$ 2,600	$ 50	$ -	$ 50	1.92%
001	650	600700	Memberships & Subscriptions	$ 1,300	$ -	$ -	$ -	0.00%

001	650	601500	Gas, Oil & Tires	$	5,500	$	928	$	386	$	2,337	42.50%
001	650	607500	Special Purchases	$	15,000	$	3,828	$	-	$	6,407	42.71%
001	650	608000	Supplies	$	15,000	$	1,545	$	90	$	3,068	20.45%
001	650	608050	Janitorial Supplies	$	6,000	$	748	$	-	$	1,496	24.93%
001	650	608100	Contract & Other Services	$	36,000	$	1,602	$	399	$	4,813	13.37%
001	**650**		**MATERIALS & SERVICES**	**$**	**118,000**	**$**	**12,343**	**$**	**2,965**	**$**	**32,051**	**27.16%**
Grand Total			**Expense**	**$**	**363,948**	**$**	**45,611**	**$**	**13,640**	**$**	**95,225**	**26.16%**

Library Department

2nd Quarter Financial Report 2019-2020

Period 04 - 06
Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
001	700	631960	Trans to Bldg & Property Res	$ 20,000	$ -	$ -	$ -	0.00%
001	**700**		**TRANSFERS**	**$ 20,000**	**$ -**	**$ -**	**$ -**	**0.00%**
001	700	500042	Library Director	$ 60,000	$ 15,705	$ 4,861	$ 30,288	50.48%
001	700	500064	Library Assistant Director	$ 40,200	$ 10,092	$ 3,364	$ 20,184	50.21%
001	700	500072	Library Tech Services Op	$ 36,000	$ 9,445	$ 3,071	$ 18,919	52.55%
001	700	500076	Library Clerk	$ 14,000	$ 2,845	$ 1,082	$ 5,890	42.07%
001	700	504700	Social Security	$ 12,500	$ 2,896	$ 941	$ 5,724	45.79%
001	700	504800	Health Insurance	$ 50,000	$ 12,488	$ 4,295	$ 25,108	50.22%
001	700	504900	Workers' Comp	$ 2,000	$ 227	$ 7	$ 247	12.36%
001	700	505000	Retirement	$ 20,000	$ 5,300	$ 1,788	$ 10,655	53.28%
001	**700**		**PERSONNEL SERVICES**	**$ 234,700**	**$ 58,998**	**$ 19,408**	**$ 117,016**	**49.86%**
001	700	600100	Office Supplies	$ 5,950	$ 805	$ 297	$ 1,775	29.83%
001	700	600150	Data Processing Support	$ 3,000	$ -	$ -	$ -	0.00%
001	700	600210	Electricity	$ 9,270	$ 2,107	$ 1,004	$ 4,561	49.20%
001	700	600220	Communication Services	$ 2,500	$ 551	$ -	$ 781	31.24%
001	700	600300	Equipment Maint & Repair	$ 1,200	$ -	$ -	$ -	0.00%
001	700	600600	Travel & Training	$ 3,000	$ -	$ -	$ 96	3.19%
001	700	600700	Membership & Subscription	$ 500	$ -	$ -	$ -	0.00%
001	700	603000	Network Services	$ 8,200	$ -	$ -	$ 6,558	79.97%
001	700	603500	Books & Materials	$ 26,000	$ 6,572	$ 1,493	$ 12,265	47.17%
001	700	606500	Youth Program Support	$ 3,000	$ 1,623	$ -	$ 1,665	55.49%
001	700	606550	Adult Program Support	$ 1,000	$ -	$ 26	$ 26	2.60%
001	700	607500	Special Purchases	$ 2,600	$ -	$ 660	$ 770	29.61%
001	700	608000	Supplies	$ 3,000	$ 153	$ 63	$ 301	10.02%
001	700	608100	Contract & Other Services	$ 2,500	$ 564	$ 167	$ 1,084	43.37%
001	**700**		**MATERIALS & SERVICES**	**$ 71,720**	**$ 12,374**	**$ 3,710**	**$ 29,881**	**41.66%**
Grand Total			**Expense**	**$ 326,420**	**$ 71,372**	**$ 23,118**	**$ 146,897**	**45.00%**

Municipal Court

2nd Quarter Financial Report 2019-2020

Printed: 01/15/20 09:37:53
Period 04 - 06
Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
001	800	620500	Equipment	$ 25,000	$ -	$ -	$ -	0.00%
001	**800**		**CAPITAL OUTLAY**	**$ 25,000**	**$ -**	**$ -**	**$ -**	**0.00%**
001	800	500053	Accounting Clerk 3	$ 14,420	$ 3,434	$ 1,202	$ 6,911	47.93%
001	800	501500	Overtime	$ -	$ 10	$ -	$ 10	0.00%
001	800	504700	Social Security	$ 1,056	$ 255	$ 89	$ 513	48.60%
001	800	504800	Health Insurance	$ 2,750	$ 617	$ 211	$ 1,240	45.09%
001	800	504900	Workers' Comp	$ 50	$ 1	$ 1	$ 3	5.88%
001	800	505000	Retirement	$ 2,740	$ 428	$ 150	$ 861	31.42%
001	**800**		**PERSONNEL SERVICES**	**$ 21,016**	**$ 4,747**	**$ 1,653**	**$ 9,538**	**45.38%**
001	800	600100	Office Supplies	$ 600	$ 84	$ 117	$ 245	40.79%
001	800	600600	Travel & Training	$ 1,800	$ -	$ -	$ 695	38.62%
001	800	600700	Membership & Subscription	$ 250	$ -	$ -	$ 47	18.96%
001	800	608100	Contract & Other Services	$ 20,000	$ 1,598	$ 102	$ 3,921	19.60%
001	**800**		**MATERIALS & SERVICES**	**$ 22,650**	**$ 1,682**	**$ 219**	**$ 4,908**	**21.67%**
Grand Total			**Expense**	**$ 68,666**	**$ 6,429**	**$ 1,872**	**$ 14,446**	**21.04%**

General Services

2nd Quarter Financial Report 2019-2020

Period 04 - 06
Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
001	900	640100	Contingency	$ 320,528	$ -	$ -	$ -	0.00%
001	**900**		**CONTINGENCY**	**$ 320,528**	**$ -**	**$ -**	**$ -**	**0.00%**
001	900	500024	Information Systems Admin	$ 35,600	$ 7,862	$ 2,621	$ 15,725	44.17%
001	900	504700	Social Security	$ 2,725	$ 601	$ 200	$ 1,203	44.15%
001	900	504800	Health Insurance	$ 7,330	$ 1,603	$ 549	$ 3,221	43.94%
001	900	504900	Workers' Comp	$ 283	$ 18	$ 1	$ 20	7.16%
001	900	505000	Retirement	$ 3,700	$ 978	$ 326	$ 1,956	52.87%
001	900	604000	Unemployment	$ 20,000	$ -	$ -	$ -	0.00%
001	**900**		**PERSONNEL SERVICES**	**$ 69,638**	**$ 11,063**	**$ 3,697**	**$ 22,125**	**31.77%**
001	900	600150	Data Processing Support	$ 10,000	$ 4,767	$ 10	$ 4,808	48.08%
001	900	600700	Membership & Subscription	$ 10,000	$ 8,940	$ 180	$ 10,094	100.94%
001	900	601700	Insurance	$ 70,000	$ 74,112	$ -	$ 77,872	111.25%
001	900	603600	Safety Committee	$ 5,000	$ -	$ 67	$ 67	1.34%
001	900	603700	City Council	$ 3,500	$ 3,386	$ 195	$ 4,159	118.82%
001	900	603800	Planning Commission	$ 1,000	$ 173	$ 167	$ 801	80.10%
001	900	603900	Economic Development	$ 10,000	$ -	$ -	$ -	0.00%
001	900	603950	Abatement	$ 5,000	$ 227	$ -	$ 452	9.04%
001	900	603975	Contributions	$ 10,500	$ 10,500	$ -	$ 10,500	100.00%
001	900	604400	Street Lights	$ 132,000	$ 34,376	$ 11,684	$ 69,430	52.60%
001	900	608000	Supplies	$ 1,500	$ 138	$ 22	$ 797	53.13%
001	900	608100	Contract & Other Services	$ 40,000	$ 13,832	$ 1,763	$ 21,068	52.67%
001	900	608125	Audit Services	$ 30,000	$ -	$ 5,250	$ 23,934	79.78%
001	**900**		**MATERIALS & SERVICES**	**$ 328,500**	**$ 150,451**	**$ 19,338**	**$ 223,981**	**68.18%**
001	900	801000	Unappropriated Surplus	$ 950,000	$ -	$ -	$ -	0.00%
001	**900**		**UNAPPROPRIATED**	**$ 950,000**	**$ -**	**$ -**	**$ -**	**0.00%**
Grand Total			**Expense**	**$ 1,668,666**	**$ 161,514**	**$ 23,035**	**$ 246,105**	**14.75%**

Streets Department

2nd Quarter Financial Report 2019-2020

Period 04 - 06
Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
011	000	400100	Beginning Fund Balance	$ (2,160,213)	$ (2,114,110)	$ -	$ (2,114,110)	97.87%
011	000	400400	Interest	$ (25,000)	$ (2,418)	$ (725)	$ (4,481)	17.92%
011	000	401300	Natural Gas Franchise	$ (16,800)	$ (3,205)	$ -	$ (6,129)	36.48%
011	000	401400	Telephone Franchise	$ (2,000)	$ -	$ -	$ -	0.00%
011	000	401450	Telecommunications Franchise	$ (2,000)	$ (835)	$ (0)	$ (1,864)	93.19%
011	000	401500	Television Franchise	$ (12,000)	$ (3,962)	$ -	$ (7,887)	65.73%
011	000	401600	Garbage Franchise	$ (33,000)	$ (9,202)	$ -	$ (36,991)	112.10%
011	000	401700	Electric Franchise	$ (566,000)	$ (125,939)	$ (51,077)	$ (271,930)	48.04%
011	000	402050	Truck Permits	$ (2,300)	$ (24)	$ (832)	$ (936)	40.70%
011	000	402400	Oregon State Highway Tax	$ (257,500)	$ (60,502)	$ (22,316)	$ (128,630)	49.95%
011	000	402700	Refunds & Misc	$ (1,500)	$ (80)	$ (40)	$ (357)	23.80%
011	000	403600	Road Maintenance Fees	$ (100,000)	$ (25,384)	$ (8,561)	$ (50,838)	50.84%
011	000	405250	Grants	$ (50,000)	$ -	$ -	$ -	0.00%
			Revenue	**$ 3,228,313**	**$ 2,345,659**	**$ 83,551**	**$ 2,624,153**	**81.29%**
011	110	620520	Systems	$ 2,000,000	$ -	$ -	$ -	0.00%
011	110	620540	Road Maintenance Expenditures	$ 235,000	$ -	$ -	$ -	0.00%
011	110	626500	Arcadia Drive	$ 202,000	$ -	$ -	$ -	0.00%
011	**110**		**CAPITAL OUTLAY**	**$ 2,437,000**	**$ -**	**$ -**	**$ -**	**0.00%**
011	110	631000	Transfer to PW Equip Reserve	$ 30,000	$ -	$ -	$ -	0.00%
011	110	631850	Transfer to Street Reserve	$ 180,314	$ -	$ -	$ -	0.00%
011	**110**		**TRANSFERS**	**$ 210,314**	**$ -**	**$ -**	**$ -**	**0.00%**
011	110	640100	Contingency	$ 87,402	$ -	$ -	$ -	0.00%
011	**110**		**CONTINGENCY**	**$ 87,402**	**$ -**	**$ -**	**$ -**	**0.00%**
011	110	500010	City Manager	$ 2,027	$ 935	$ 333	$ 1,935	95.44%
011	110	500016	Public Works Director	$ 26,333	$ -	$ -	$ -	0.00%
011	110	500018	Finance Director	$ 2,945	$ 788	$ 263	$ 1,577	53.54%
011	110	500024	Information Systems Admin	$ 1,726	$ 674	$ 225	$ 1,348	78.09%
011	110	500026	Public Works Op Supervisor	$ 18,536	$ 5,736	$ 1,644	$ 10,431	56.27%
011	110	500028	City Recorder	$ 1,216	$ 319	$ 104	$ 631	51.89%
011	110	500030	Lead/Senior Facility Ops	$ 18,185	$ 4,569	$ 1,523	$ 9,139	50.25%
011	110	500045	Maintenance Worker 4B	$ 24,470	$ 5,781	$ 2,016	$ 11,651	47.61%
011	110	500046	Maint Worker 4A	$ 14,681	$ 3,550	$ 1,217	$ 7,168	48.82%

011	110	500053	Accounting Clerk 3	$	1,600	$	458	$	160	$	921	57.59%
011	110	500057	Muni/Ground Maint Worker	$	50,604	$	11,226	$	3,346	$	22,204	43.88%
011	110	500082	City Planner	$	1,795	$	-	$	-	$	-	0.00%
011	110	500084	Assistant Planner	$	4,625	$	1,732	$	415	$	2,992	64.70%
011	110	501400	Call Time	$	5,000	$	1,478	$	513	$	2,872	57.43%
011	110	501500	Overtime	$	2,500	$	105	$	210	$	361	14.44%
011	110	504700	Social Security	$	13,417	$	2,797	$	896	$	5,483	40.87%
011	110	504800	Health Insurance	$	49,388	$	7,514	$	2,396	$	14,919	30.21%
011	110	504900	Workers' Comp	$	5,844	$	9,713	$	4	$	9,726	166.43%
011	110	505000	Retirement	$	20,690	$	5,150	$	1,622	$	10,015	48.40%
011	**110**		**PERSONNEL SERVICES**	**$**	**265,582**	**$**	**62,523**	**$**	**16,887**	**$**	**113,372**	**42.69%**
011	110	600100	Office Supplies	$	745	$	35	$	27	$	80	10.68%
011	110	600210	Electricity	$	6,300	$	1,061	$	598	$	2,513	39.89%
011	110	600220	Communication Services	$	4,000	$	447	$	99	$	1,567	39.18%
011	110	600250	Alarms	$	1,000	$	444	$	149	$	887	88.73%
011	110	600300	Equipment Repair	$	13,000	$	2,190	$	238	$	5,355	41.19%
011	110	600350	Vehicle Maint & Repair	$	2,500	$	-	$	-	$	-	0.00%
011	110	600400	Facility Needs	$	200	$	-	$	-	$	-	0.00%
011	110	600420	Systems Repair	$	85,000	$	327	$	-	$	327	0.39%
011	110	600600	Travel & Training	$	2,980	$	-	$	-	$	69	2.31%
011	110	600700	Membership & Subscription	$	1,490	$	-	$	-	$	-	0.00%
011	110	601500	Gas, Oil & Tires	$	4,500	$	912	$	386	$	2,321	51.59%
011	110	601700	Insurance	$	12,600	$	13,203	$	-	$	13,203	104.78%
011	110	607500	Special Purchases	$	6,700	$	3,548	$	-	$	3,548	52.96%
011	110	608000	Supplies	$	20,000	$	1,286	$	157	$	4,194	20.97%
011	110	608100	Contract & Other Services	$	12,000	$	1,186	$	136	$	5,806	48.38%
011	110	608175	Street Sweeping	$	55,000	$	6,906	$	3,453	$	13,812	25.11%
011	**110**		**MATERIALS & SERVICES**	**$**	**228,015**	**$**	**31,546**	**$**	**5,242**	**$**	**53,682**	**23.54%**
			Expense	**$**	**3,228,313**	**$**	**94,069**	**$**	**22,129**	**$**	**167,054**	**5.17%**
Grand Total				**$**	**-**	**$**	**2,251,591**	**$**	**61,422**	**$**	**2,457,098**	**0.00%**

Water Department

2nd Quarter Financial Report 2019-2020

Printed: 01/15/20 10:03:40
Period 04 - 06
Fiscal Year 2020

Revenue

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
012	000	400100	Beginning Fund Balance	$ (404,190)	$ (455,116)	$ -	$ (455,116)	112.60%
012	000	400400	Interest	$ (4,000)	$ (1)	$ (0)	$ (2)	0.05%
012	000	402700	Refunds & Misc	$ (3,000)	$ (99)	$ (8)	$ (142)	4.75%
012	000	402730	Haulable Water	$ (1,500)	$ (320)	$ (240)	$ (960)	64.00%
012	000	403700	Sale of Water	$ (1,290,000)	$ (336,796)	$ (99,488)	$ (629,745)	48.82%
012	000	403800	Meter Charges-Connection Fees	$ (3,000)	$ (3,774)	$ -	$ (3,774)	125.81%
012	000	403900	Service Fees	$ (3,000)	$ (676)	$ (160)	$ (1,336)	44.53%
012	000	403950	Delinquent Fees	$ (7,500)	$ (1,530)	$ (495)	$ (3,675)	49.00%
012	000	404100	Sale of Water to Seal Rock	$ (346,985)	$ (108,268)	$ (23,788)	$ (176,638)	50.91%
012	000	404125	H2O Program Donations	$ (300)	$ (90)	$ (30)	$ (180)	60.00%
012	000	404130	Fees and Adjustments	$ -	$ -	$ (393)	$ (393)	0.00%
012	000	405380	Rents & Leases	$ (11,185)	$ (3,728)	$ (1,864)	$ (6,524)	58.33%
			Revenue	**$ 2,074,660**	**$ 910,398**	**$ 126,466**	**$ 1,278,486**	**61.62%**

Water Department -Treatment

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
012	120	631000	Transfer to PW Reserve	$ 10,000	$ -	$ -	$ -	0.00%
012	120	631800	Transfer to Water Reserve	$ 175,000	$ -	$ -	$ -	0.00%
012	**120**		**TRANSFERS**	**$ 185,000**	**$ -**	**$ -**	**$ -**	**0.00%**
012	120	500010	City Manager	$ 1,013	$ 467	$ 167	$ 967	95.49%
012	120	500016	Public Works Director	$ 13,167	$ -	$ -	$ -	0.00%
012	120	500018	Finance Director	$ 2,945	$ 788	$ 263	$ 1,577	53.54%
012	120	500024	Information Systems Admin	$ 1,726	$ 674	$ 225	$ 1,348	78.09%
012	120	500028	City Recorder	$ 608	$ 160	$ 52	$ 315	51.89%
012	120	500030	Lead/Senior Facility Ops	$ 60,583	$ 15,079	$ 5,026	$ 31,273	51.62%
012	120	500038	Facility Ops	$ 47,168	$ 12,265	$ 4,275	$ 24,718	52.40%
012	120	500048	Facility Operator Trainee	$ 22,559	$ 5,558	$ 1,938	$ 11,201	49.65%

012	120	500053	Accounting Clerk 3	$	1,600	$	458	$	160	$	921	57.59%
012	120	500066	Utility Billing Clerk 1	$	9,135	$	1,956	$	658	$	3,931	43.03%
012	120	500082	City Planner	$	898	$	-	$	-	$	-	0.00%
012	120	500084	Assistant Planner	$	2,320	$	800	$	191	$	1,381	59.53%
012	120	501400	Call Time	$	21,000	$	5,076	$	1,625	$	9,929	47.28%
012	120	501500	Overtime	$	10,000	$	3,940	$	618	$	8,404	84.04%
012	120	504700	Social Security	$	14,863	$	3,558	$	1,144	$	7,232	48.66%
012	120	504800	Health Insurance	$	17,458	$	4,145	$	1,431	$	8,350	47.83%
012	120	504900	Workers' Comp	$	5,290	$	3,479	$	6	$	3,495	66.06%
012	120	505000	Retirement	$	18,000	$	5,216	$	1,887	$	11,271	62.62%
012	**120**		**PERSONNEL SERVICES**	**$**	**250,333**	**$**	**63,618**	**$**	**19,668**	**$**	**126,313**	**50.46%**
012	120	600100	Office Supplies	$	1,200	$	26	$	-	$	44	3.65%
012	120	600150	Data Processing Support	$	2,500	$	220	$	236	$	907	36.30%
012	120	600210	Electricity	$	65,000	$	12,136	$	5,546	$	26,322	40.50%
012	120	600220	Communication Services	$	7,000	$	2,034	$	579	$	4,624	66.06%
012	120	600250	Alarms	$	2,000	$	456	$	152	$	909	45.47%
012	120	600300	Equipment Maint & Repair	$	10,000	$	697	$	36	$	1,454	14.54%
012	120	600350	Vehicle Maint & Repair	$	1,500	$	213	$	-	$	213	14.17%
012	120	600400	Facility Needs	$	10,000	$	4,235	$	195	$	5,231	52.31%
012	120	600420	Systems Repair	$	10,000	$	129	$	-	$	129	1.29%
012	120	600600	Travel & Training	$	3,050	$	913	$	436	$	1,979	64.89%
012	120	600700	Membership & Subscription	$	1,525	$	-	$	-	$	716	46.95%
012	120	601500	Gas, Oil & Tires	$	2,500	$	376	$	197	$	769	30.78%
012	120	601700	Insurance	$	25,000	$	26,196	$	-	$	26,196	104.78%
012	120	607500	Special Purchases	$	20,000	$	-	$	4,113	$	4,113	20.56%
012	120	608000	Supplies	$	60,000	$	4,326	$	466	$	6,587	10.98%
012	120	608100	Contract & Other Services	$	37,000	$	3,214	$	6,510	$	11,542	31.19%
012	**120**		**MATERIALS & SERVICES**	**$**	**258,275**	**$**	**55,173**	**$**	**18,464**	**$**	**91,735**	**35.52%**
			Total Treatment Expenses	**$**	**693,608**	**$**	**118,791**	**$**	**38,132**	**$**	**218,049**	**31.44%**

Water Department -Distribution

012	125	631000	Transfer to PW Reserve	$	12,500	$	-	$	-	$	-	0.00%
012	125	631800	Transfer to Water Reserve	$	494,717	$	-	$	-	$	-	0.00%
012	**125**		**TRANSFERS**	**$**	**507,217**	**$**	**-**	**$**	**-**	**$**	**-**	**0.00%**

012	125	640100	Contingency	$	45,575	$	-	$	-	$	-	0.00%
012	**125**		**CONTINGENCY**	**$**	**45,575**	**$**	**-**	**$**	**-**	**$**	**-**	**0.00%**
012	125	500010	City Manager	$	1,013	$	467	$	167	$	967	95.49%
012	125	500016	Public Works Director	$	13,167	$	-	$	-	$	-	0.00%
012	125	500018	Finance Director	$	2,945	$	788	$	263	$	1,577	53.54%
012	125	500024	Information Systems Admin	$	1,726	$	674	$	225	$	1,348	78.09%
012	125	500026	Public Works Op Supervisor	$	18,536	$	5,736	$	1,644	$	10,431	56.27%
012	125	500028	City Recorder	$	608	$	160	$	52	$	315	51.89%
012	125	500030	Lead/Senior Facility Ops	$	18,185	$	4,569	$	1,523	$	9,139	50.25%
012	125	500045	Maint Worker 4B/Maint Tech	$	12,235	$	2,891	$	1,008	$	5,825	47.61%
012	125	500046	Maint Worker 4A/Equip Op	$	17,128	$	4,141	$	1,420	$	8,362	48.82%
012	125	500053	Accounting Clerk 3	$	1,600	$	458	$	160	$	921	57.59%
012	125	500054	Maint/Clerical Worker 3	$	25,068	$	6,089	$	2,130	$	12,278	48.98%
012	125	500057	Maintenance Worker 2	$	22,896	$	5,470	$	1,808	$	10,896	47.59%
012	125	500066	Utility Billing Clerk 1	$	13,703	$	2,934	$	988	$	5,897	43.03%
012	125	500082	City Planner	$	898	$	-	$	-	$	-	0.00%
012	125	500084	Assistant Planner	$	4,625	$	1,732	$	415	$	2,992	64.70%
012	125	501400	Call Time	$	6,000	$	1,523	$	641	$	3,151	52.51%
012	125	501500	Overtime	$	4,000	$	64	$	83	$	433	10.81%
012	125	504700	Social Security	$	12,506	$	2,810	$	931	$	5,554	44.41%
012	125	504800	Health Insurance	$	55,602	$	9,107	$	3,298	$	18,477	33.23%
012	125	504900	Workers' Comp	$	6,225	$	2,682	$	5	$	2,697	43.32%
012	125	505000	Retirement	$	20,685	$	5,225	$	1,712	$	10,271	49.66%
012	**125**		**PERSONNEL SERVICES**	**$**	**259,351**	**$**	**57,521**	**$**	**18,471**	**$**	**111,532**	**43.00%**
012	125	600100	Office Supplies	$	8,000	$	610	$	328	$	1,521	19.01%
012	125	600150	Data Processing Support	$	2,500	$	3,309	$	236	$	3,996	159.83%
012	125	600210	Electricity	$	10,500	$	1,842	$	899	$	4,051	38.58%
012	125	600220	Communication Services	$	3,000	$	447	$	99	$	1,565	52.17%
012	125	600250	Alarms	$	1,500	$	-	$	-	$	-	0.00%
012	125	600300	Equipment Maint & Repair	$	5,000	$	805	$	22	$	1,505	30.09%
012	125	600350	Vehicle Maint & Repair	$	2,000	$	-	$	-	$	-	0.00%
012	125	600400	Facility Needs	$	2,500	$	-	$	-	$	-	0.00%
012	125	600420	Systems Repair	$	30,000	$	5,726	$	42	$	11,063	36.88%
012	125	600600	Travel & Training	$	2,900	$	-	$	-	$	-	0.00%

012	125	600700	Membership & Subscription	$	7,747	$	-	$	-	$	-	0.00%
012	125	601500	Gas, Oil & Tires	$	8,000	$	912	$	386	$	2,532	31.65%
012	125	601700	Insurance	$	4,200	$	4,401	$	-	$	4,401	104.78%
012	125	603980	H2O Program Expenses	$	1,500	$	360	$	-	$	360	24.00%
012	125	607500	Special Purchases	$	10,000	$	3,898	$	-	$	3,898	38.98%
012	125	608000	Supplies	$	30,000	$	762	$	814	$	4,722	15.74%
012	125	608100	Contract & Other Services	$	22,000	$	3,326	$	1,061	$	6,795	30.89%
012	**125**		**MATERIALS & SERVICES**	**$**	**151,347**	**$**	**26,397**	**$**	**3,886**	**$**	**46,408**	**30.66%**
012	125	702000	2012 Debt Repayment/Bond 2016	$	251,600	$	-	$	-	$	-	0.00%
012	125	702500	Rev Bond 2016 - Interet/Fees	$	165,962	$	83,414	$	-	$	83,414	50.26%
012	**125**		**DEBT SERVICES**	**$**	**417,562**	**$**	**83,414**	**$**	**-**	**$**	**83,414**	**19.98%**
			Total Distribution Expenses	**$**	**1,381,052**	**$**	**167,332**	**$**	**22,358**	**$**	**241,354**	**17.48%**
			Net			**$**	**624,275**	**$**	**65,977**	**$**	**819,083**	

Sewer Department

2nd Quarter Financial Report 2019-2020

Period 04 - 06
Fiscal Year 2020

Revenue

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
013	000	400100	Beginning Fund Balance	$ (110,490)	$ (134,321)	$ -	$ (134,321)	121.57%
013	000	400400	Interest	$ (950)	$ (1)	$ (0)	$ (2)	0.22%
013	000	402700	Refunds & Misc	$ (150)	$ (212)	$ (2,686)	$ (3,640)	2426.78%
013	000	404400	Sewer Charges	$ (1,050,000)	$ (306,688)	$ (93,083)	$ (591,043)	56.29%
			Revenue	**$ 1,161,590**	**$ 441,223**	**$ 95,769**	**$ 729,006**	**62.76%**

Sewer Department -Treatment

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
013	130	631000	Transfer to PW Reserve	$ 12,500	$ -	$ -	$ -	0.00%
013	130	631900	Transfer to Sewer Reserve	$ 10,000	$ -	$ -	$ -	0.00%
013	**130**		**TRANSFERS**	**$ 22,500**	**$ -**	**$ -**	**$ -**	**0.00%**
013	130	500010	City Manager	$ 1,014	$ 467	$ 167	$ 967	95.39%
013	130	500016	Public Works Director	$ 13,167	$ -	$ -	$ -	0.00%
013	130	500018	Finance Director	$ 2,945	$ 788	$ 263	$ 1,577	53.54%
013	130	500024	Information Systems Admin	$ 1,726	$ 674	$ 225	$ 1,348	78.09%
013	130	500028	City Recorder	$ 608	$ 160	$ 52	$ 315	51.89%
013	130	500030	Lead/Senior Facility Ops	$ 60,583	$ 15,079	$ 5,026	$ 30,158	49.78%
013	130	500038	Facility Ops	$ 60,965	$ 15,019	$ 4,997	$ 30,007	49.22%
013	130	500048	Facility Operator Trainee	$ 22,559	$ 5,558	$ 1,938	$ 11,201	49.65%
013	130	500053	Accounting Clerk 3	$ 1,600	$ 458	$ 160	$ 921	57.59%
013	130	500066	Utility Billing Clerk 1	$ 9,135	$ 1,956	$ 658	$ 3,931	43.03%
013	130	500082	City Planner	$ 898	$ -	$ -	$ -	0.00%
013	130	500084	Assistant Planner	$ 2,315	$ 800	$ 191	$ 1,381	59.66%
013	130	501400	Call Time	$ 22,000	$ 5,090	$ 1,789	$ 10,238	46.54%
013	130	501500	Overtime	$ 11,000	$ 3,857	$ 842	$ 6,695	60.87%
013	130	504700	Social Security	$ 16,071	$ 3,750	$ 1,224	$ 7,417	46.15%
013	130	504800	Health Insurance	$ 40,961	$ 8,448	$ 2,892	$ 16,968	41.42%

013	130	504900	Workers' Comp	$	5,354	$	3,373	$	5	$	3,389	63.30%
013	130	505000	Retirement	$	24,018	$	7,304	$	2,580	$	15,013	62.51%
013	**130**		**PERSONNEL SERVICES**	**$**	**296,919**	**$**	**72,780**	**$**	**23,009**	**$**	**141,527**	**47.67%**
013	130	600100	Office Supplies	$	1,000	$	26	$	9	$	53	5.25%
013	130	600150	Data Processing Support	$	2,500	$	808	$	236	$	2,380	95.21%
013	130	600210	Electricity	$	46,000	$	8,898	$	3,143	$	18,245	39.66%
013	130	600220	Communication Services	$	4,100	$	769	$	169	$	1,298	31.65%
013	130	600250	Alarms	$	150	$	-	$	-	$	-	0.00%
013	130	600300	Equipment Maint & Repair	$	15,000	$	446	$	3,372	$	10,118	67.45%
013	130	600350	Vehicle Maint & Repair	$	1,500	$	-	$	-	$	-	0.00%
013	130	600400	Facility Needs	$	3,000	$	595	$	-	$	1,523	50.76%
013	130	600420	Systems Repair	$	10,000	$	1,720	$	-	$	1,808	18.08%
013	130	600600	Travel & Training	$	3,050	$	152	$	260	$	697	22.84%
013	130	600700	Membership & Subscription	$	1,525	$	-	$	-	$	-	0.00%
013	130	601500	Gas, Oil & Tires	$	2,500	$	833	$	111	$	1,210	48.38%
013	130	601700	Insurance	$	31,300	$	32,797	$	-	$	32,797	104.78%
013	130	607500	Special Purchases	$	15,000	$	-	$	-	$	-	0.00%
013	130	608000	Supplies	$	45,000	$	9,402	$	864	$	17,875	39.72%
013	130	608100	Contract & Other Services	$	25,000	$	3,832	$	164	$	7,407	29.63%
013	**130**		**MATERIALS & SERVICES**	**$**	**206,625**	**$**	**60,279**	**$**	**8,328**	**$**	**95,411**	**46.18%**
			Total Treatment Expenses	**$**	**526,044**	**$**	**133,059**	**$**	**31,337**	**$**	**236,938**	**45.04%**

Sewer Department -Collection

013	135	620500	Equipment	$	25,000	$	-	$	-	$	-	0.00%
013	**135**		**CAPITAL OUTLAY**	**$**	**25,000**	**$**	**-**	**$**	**-**	**$**	**-**	**0.00%**
013	135	631000	Transfer to PW Reserve	$	12,500	$	-	$	-	$	-	0.00%
013	**135**		**TRANSFERS**	**$**	**12,500**	**$**	**-**	**$**	**-**	**$**	**-**	**0.00%**
013	135	640100	Contingency	$	20,998	$	-	$	-	$	-	0.00%
013	**135**		**CONTINGENCY**	**$**	**20,998**	**$**	**-**	**$**	**-**	**$**	**-**	**0.00%**
013	135	500010	City Manager	$	1,014	$	467	$	167	$	967	95.39%
013	135	500016	Public Works Director	$	13,167	$	-	$	-	$	-	0.00%
013	135	500018	Finance Director	$	2,945	$	788	$	263	$	1,577	53.54%

013	135	500024	Information Systems Admin	$	1,726	$	674	$	225	$	1,348	78.09%
013	135	500026	Public Works Op Supervisor	$	18,536	$	5,736	$	1,644	$	10,431	56.27%
013	135	500028	City Recorder	$	608	$	160	$	52	$	315	51.89%
013	135	500030	Lead/Senior Facility Ops	$	18,185	$	4,569	$	1,523	$	9,139	50.25%
013	135	500045	Maint Worker 4B/Maint Tech	$	12,235	$	2,891	$	1,008	$	5,825	47.61%
013	135	500046	Maint Worker 4A/Equip Op	$	17,128	$	4,141	$	1,420	$	8,362	48.82%
013	135	500053	Accounting Clerk 3	$	1,600	$	458	$	160	$	921	57.59%
013	135	500054	Maint/Clerical Worker 3	$	25,068	$	6,089	$	2,129	$	12,278	48.98%
013	135	500057	Maintenance Worker 2	$	22,896	$	5,470	$	1,808	$	10,896	47.59%
013	135	500066	Utility Billing Clerk 1	$	13,703	$	2,934	$	988	$	5,897	43.03%
013	135	500082	City Planner	$	898	$	-	$	-	$	-	0.00%
013	135	500084	Assistant Planner	$	4,625	$	1,732	$	415	$	2,992	64.70%
013	135	501400	Call Time	$	5,000	$	1,523	$	641	$	3,150	63.01%
013	135	501500	Overtime	$	2,500	$	64	$	83	$	432	17.30%
013	135	504700	Social Security	$	12,314	$	2,810	$	931	$	5,555	45.11%
013	135	504800	Health Insurance	$	55,602	$	9,107	$	3,298	$	18,477	33.23%
013	135	504900	Workers' Comp	$	6,225	$	2,682	$	5	$	2,697	43.32%
013	135	505000	Retirement	$	20,685	$	5,225	$	1,712	$	10,272	49.66%
013	**135**		**PERSONNEL SERVICES**	**$**	**256,660**	**$**	**57,521**	**$**	**18,471**	**$**	**111,532**	**43.46%**
013	135	600100	Office Supplies	$	4,500	$	610	$	328	$	1,479	32.87%
013	135	600150	Data Processing Support	$	2,500	$	3,309	$	236	$	3,990	159.61%
013	135	600210	Electricity	$	31,500	$	5,475	$	2,341	$	12,259	38.92%
013	135	600220	Communication Services	$	4,000	$	447	$	99	$	1,565	39.13%
013	135	600250	Alarms	$	4,500	$	1,198	$	398	$	2,417	53.70%
013	135	600300	Equipment Maint & Repair	$	16,000	$	1,333	$	4,620	$	7,294	45.59%
013	135	600350	Vehicle Maint & Repair	$	1,900	$	-	$	31	$	31	1.64%
013	135	600400	Building Repair	$	2,000	$	18	$	-	$	18	0.92%
013	135	600420	Systems Repair	$	20,000	$	9,462	$	-	$	12,353	61.76%
013	135	600600	Travel & Training	$	2,900	$	1,213	$	-	$	1,213	41.84%
013	135	600700	Membership & Subscription	$	1,450	$	-	$	-	$	-	0.00%
013	135	601500	Gas, Oil & Tires	$	5,500	$	912	$	386	$	2,321	42.21%
013	135	601700	Insurance	$	4,200	$	4,401	$	-	$	4,401	104.78%
013	135	607500	Special Purchases	$	28,000	$	-	$	-	$	-	0.00%
013	135	608000	Supplies	$	11,000	$	85	$	724	$	2,142	19.47%
013	135	608100	Contract & Other Services	$	16,000	$	3,247	$	877	$	6,213	38.83%
013	**135**		**MATERIALS & SERVICES**	**$**	**155,950**	**$**	**31,711**	**$**	**10,041**	**$**	**57,697**	**37.00%**

013	135	702000	DEQ Loan Repayment-Principal	$ 88,400	$ -	$ -	$ -	0.00%
013	135	702500	Rev Bond 2016 - Interest/Fees	$ 59,938	$ 29,536	$ -	$ 29,536	49.28%
013	135	703000	W/WW Loan 2019 - Principal	$ 16,100	$ -	$ -	$ -	0.00%
013	**135**		**DEBT SERVICES**	**$ 164,438**	**$ 29,536**	**$ -**	**$ 29,536**	**17.96%**
			Total Collection Expenses	**$ 635,546**	**$ 118,768**	**$ 28,512**	**$ 198,766**	**31.27%**
			Net		**$ 189,395**	**$ 35,920**	**$ 293,302**	