



City Hall Council Chambers
206 N. Main Street
Toledo, Oregon 97391

TOLEDO BUDGET COMMITTEE
Regular Meeting – also via Zoom meeting platform

May 9, 2023

6:15 p.m. or immediately following the Toledo Urban Renewal Agency Budget Committee meeting; whichever is earlier

Virtual Meeting: The Budget Committee will hold the meeting for the Budget Committee and staff in person as well as through the Zoom video meeting platform. The public is encouraged to attend the meeting electronically. Meeting materials and login information is available on the meetings page of the City website at www.cityoftoledo.org.

1. **Call to Order and ascertain quorum**
2. **Approval of Minutes**
Minutes from the training held April 11, 2023 and the meeting held May 2, 2023
3. **Review/Discussion of the Budget; beginning with the General Fund**
4. **Receive public comment on the proposed Fiscal Year 2023-2024 budget**

Motion for reference– I move to approve the budget [as amended by the Budget Committee] for fiscal year 2023-2024 in the amount of \$_____, approve a tax rate of \$5.18 per \$1,000 of assessed value, \$176,800 in bonded debt and accept the state revenue sharing.

5. **Adjournment**

The meeting is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting by calling city offices at (541) 336-2247.

Pursuant to ORS 294.426(7), the proposed budget for Fiscal Year 2023-2024 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.

TOLEDO BUDGET COMMITTEE
TRAINING
 April 11, 2023
 6:00 p.m.

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1. CALL TO ORDER

City Manager Judy Richter called the training to order at 6:02 p.m. electronically via Zoom in Toledo, Oregon.

Present	Absent	
X		Barry Bruster
X		Kim Bush
X		Wade Carey
		Rod Cross
		Michele Johnson
X		Betty Kamikawa
		Jackie Kauffman
X		Anne Learned-Ellis
		Tracy Mix
		David Robinson
		Vacant
		Vacant
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		Vacant

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Staff present: City Manager (CM) Judy Richter, City Recorder (CR) Lisa Figueroa, City Attorney (CA) Mike Adams, Public Works Director (PWD) Bill Zuspan, Police Chief (PC) Michael Pace, Library Director (LD) Deborah Trusty, Fire Chief (FC) Larry Robeson, Community Outreach Specialist Katy Keuter

Others present: Jonathan Mix

2. BUDGET TRAINING

CM Richter provided a training, ‘Introduction to Governmental Budgeting’ and reviewed the responsibilities of the Budget Committee. She summarized the types of funds that exist within local governments and then listed the types of funds that are included within the City of Toledo’s budget. She explained the differences between the revenues and expenditures and provided an example of how the City budget was formatted.

3. ADJOURNMENT

The training adjourned at 6:45 p.m.

Respectfully Submitted,

 City Recorder Lisa Figueroa

**TOLEDO BUDGET COMMITTEE
REGULAR MEETING
May 2, 2023**

1. CALL TO ORDER

Member Betty Kamikawa called the meeting to order at 6:12 p.m. electronically via Zoom in Toledo, Oregon.

Present	Absent	
X		Barry Bruster
X		Kim Bush
	X	Wade Carey
X		Rod Cross
X		Michele Johnson
X		Betty Kamikawa
	X	Jackie Kauffman
X		Anne Learned-Ellis
X		Jonathan Mix
X		Tracy Mix
X		David Robinson
		Vacant
		Vacant
		Vacant

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

2. ELECT CHAIRPERSON

3. ELECT VICE-CHAIR

Motion – Member Cross moved to continue the election of Chair and Vice-Chair from the Urban Renewal Agency Budget Committee appointments (Betty Kamikawa as Chair and Tracy Mix as Vice-Chair). Member Bruster seconded the motion and the motion carried as follows:

	AYE	NAY	ABSTAIN	ABSENT
Barry Bruster	X			
Kim Bush	X			
Wade Carey				X
Rod Cross	X			
Michele Johnson	X			
Betty Kamikawa	X			
Jackie Kauffman				X
Anne Learned-Ellis	X			
Jonathan Mix	X			
Tracy Mix	X			
David Robinson	X			
Vacant				
Vacant				
Vacant				

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2 **4. CONSIDER COMMITTEE PROCEDURES AND PROCESS FOR MEETINGS**

3 The Committee discussed the process to review the budget and it was suggested the Committee end at 9:00
4 p.m. unless there is a vote by the Committee to continue past 9:00 p.m.

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6 Chair Kamikawa accepted the suggestion in the form of a motion. Member Cross seconded the motion and
7 the motion carried as follows:
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	AYE	NAY	ABSTAIN	ABSENT
Barry Bruster	X			
Kim Bush	X			
Wade Carey				X
Rod Cross	X			
Michele Johnson	X			
Betty Kamikawa	X			
Jackie Kauffman				X
Anne Learned-Ellis	X			
Jonathan Mix	X			
Tracy Mix	X			
David Robinson	X			
Vacant				
Vacant				
Vacant				

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10 **5. PRESENTATION OF THE FISCAL YEAR 2023-2024 BUDGET MESSAGE**

11 CM Richter presented and read the Budget Message of the proposed budget for Fiscal Year 2023-2024.

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13 Member Cross noted there was an indication in regards to transfers to the stabilization fund (Fund) and
14 commented the Public Employees Retirement System (PERS) rates increased significantly. He said the
15 Fund was established to offset those increases. CM Richter indicated she was never able to figure out the
16 formula. Member Cross tried to explain the allocation. He used an example to explain how the city would
17 offset the cost with the Fund so the budget line item remained at 6% each year. CM Richter indicated PERS
18 has two components; 1. The defined benefit and 2. The IAP (Individual Account Program) and said the IAP
19 is 6% without the defined benefit. After further discussion, staff indicated they could provide a copy of the
20 resolution for the committee.
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22 **6. RECEIVE PUBLIC COMMENT ON THE PROPOSED BUDGET**

23 Chair Kamikawa opened the floor for public comment and there were no comments.
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25 **7. CONSIDERATION OF A BUDGET COMMITTEE MEMBER TO THE CONTRIBUTIONS**
26 **COMMITTEE**

27 CR Figueroa provided background information on the Contributions Fund and the Committee. She
28 indicated the City Council recently reconstituted the Committee, which included one citizen member from
29 the Budget Committee. She asked the members if there is anyone willing to serve on the Committee and
30 said the appointment would be finalized by the City Council. She answered clarification questions in
31 regards the Committee. Following discussion, Member Bruster indicated he would be willing to serve on
32 the Committee.
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8. ADJOURNMENT

The meeting adjourned at 6:42 p.m.

Respectfully Submitted,

City Recorder Lisa Figueroa

DRAFT

**CITY OF TOLEDO
RESOLUTION NO. 1427**

A RESOLUTION OF THE TOLEDO CITY COUNCIL CHANGING THE USE OF THE STABILIZATION FUND AND REPEALING RESOLUTION NO 1335

WHEREAS, the City created a Stabilization Fund in May of 2011 by Resolution Number 1300 of the Toledo City Council. Section 3 of the resolution outlines circumstances under which the Stabilization Funds may be used; and

WHEREAS, Section 3 of Resolution 1300 was amended by Resolution 1335 to change the uses of the Stabilization Fund; and

WHEREAS, the City wishes to establish an Employer Side Account within the Public Employees Retirement System (PERS);

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

Section 1. Repeal and replace Resolution 1335

Section 2. Section 3 of Resolution Number 1300 passed by the City Council on May 4, 2011 is amended to read as follows:

Funds may be expended from the Stabilization Fund only under the following circumstances:

- a) To offset the excess amount of the employer portion of retirement expenses as determined by the Council each time a new PERS employer rate is set for the City;
- b) When proposed revenues for the General Fund fall more than 7% below the budgeted revenues of the previous year;
- c) To pay deductibles for insurance claims;
- d) When insurance costs exceed the previous year's costs by more than 25%;
- e) To pay for safety related expenses as approved by the City Council;
- f) To establish and contribute to the PERS Employer Side account in amounts as approved by the City Council.

Section 3. This Resolution shall be effective upon passage by the City Council this 20th day of November, 2019.

APPROVED:



Mayor Rod Cross

ATTEST:



City Recorder Lisa Figueroa

RESOLUTION NO. 1335

**A Resolution Changing the Use
of the Stabilization Fund**

WHEREAS, the City created a Stabilization Fund in May of 2011 by Resolution Number 1300 of the Toledo City Council, and

WHEREAS, Section 3 of Resolution Number 1300 outlines circumstances under which the Stabilization Funds may be used, and

WHEREAS, it is the desire of the City to amend Section 3 of Resolution Number 1300 to allow the funds to be used under additional circumstances,

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

1. Section 3 of Resolution Number 1300, passed by the City Council on May 4, 2011, is amended to read as follows:

Funds may be expended from the Stabilization Fund only under the following circumstances:

- a) To offset the excess amount of the employer portion of retirement expenses as determined by the Council each time a new PERS employer rate is set for the City;
- b) When proposed revenues for the General Fund fall more than 7% below the budgeted revenues of the previous year;
- c) To pay deductibles for insurance claims;
- d) When insurance costs exceed the previous year's costs by more than 25%;
- e) To pay for safety related expenses as approved by the City Council.

PASSED by the City Council on
this 20th day of February, 2013.

APPROVED by the Mayor on this
20th day of February, 2013.

ATTEST:

APPROVED:


City Recorder


Mayor

RESOLUTION NO. 1300

A Resolution Adopting a Supplemental Budget for the Fiscal Year 2010-2011 and changing the name of the Retirement Reserve Fund to the Stabilization Fund

WHEREAS, the City implemented a Revenue Stabilization program within the 2010-11 budget to lessen the impact of fluctuations in the City's resources from year to year, and

WHEREAS, the City budget also has an Insurance Reserve Fund and a Retirement Reserve Fund to offset fluctuations and unanticipated expenses for insurance and retirement related costs, and

WHEREAS, all of these funds constitute stabilization funds, and

WHEREAS, the Governmental Accounting Standards Board (GASB) issued Statement No. 54, a statement regarding ending fund balance and redefining municipal fund types including stabilization funds, and

WHEREAS, to properly implement GASB Statement No. 54 the City deems it necessary to move all stabilization funds within the City's budget in to one fund, and

WHEREAS, the Retirement Reserve Fund would be the best fund for this purpose, and

WHEREAS, a more appropriate name for the new fund is the Stabilization fund, and

WHEREAS, Oregon Revised Statutes require a supplemental budget be passed to move funds from the Insurance Reserve Fund and the General Reserve Fund into this new fund, and

WHEREAS, the notice of supplemental budget was posted and published as is required by Oregon Revised Statute,

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

1. The City Council of the City of Toledo hereby adopts the following supplemental budget changes amending the Budget for Fiscal Year 2010-2011 as follows:

	Original Budget	New Budget Amt
Fund: General Reserve		
Resource:		
036-000-401000 Transfer from General Fund	\$ 346,045	\$ 209,250
Requirement:		
036-360-629500 Capital Outlay	\$ 136,795	-0-
Revenue Stabilization		
Total Fund Resources/Requirements:	\$ 742,125	\$ 605,330

Fund: Insurance Reserve Fund

Resource:

070-000-402700 Refunds & Miscellaneous \$ 10,000 \$ 42,000

Requirement:

070-700-631920 Transfer to Stabilization Fund -0- \$ 32,000

Total Fund Resources/Requirements: \$ 32,270 \$ 64,270

Fund: Stabilization Fund

Resource:

075-000-401000 Transfer from General Fund \$ 70,720 \$ 207,515

075-000-400700 Transfer from Insurance Reserve -0- \$ 32,000

Requirements:

075-750-608700 Insurance Expenses -0- \$ 32,000

075-750-608800 Revenue Stabilization -0- \$ 136,795

Total Fund Resources/Requirements \$480,500 \$ 649,295

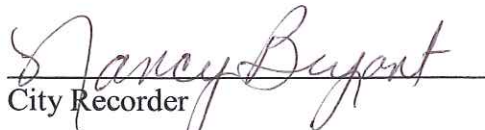
2. The name of the Retirement Reserve Fund is changed to the Stabilization Fund.
3. Funds may be expended from the Stabilization Fund only under the following circumstances:
 - a) To offset the excess amount of the employer portion of retirement expenses exceeding 6.3% of salary in any fund , or
 - b) When proposed revenues for the General Fund fall more than 7% below the budgeted revenues of the previous year, or
 - c) To pay deductibles for insurance claims, or
 - d) When insurance costs exceed the previous year's costs by more than 25%

PASSED by the City Council on
this 4th day of May, 2011.

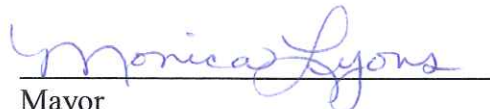
APPROVED by the Mayor on this
4th day of May, 2011.

ATTEST:

APPROVED:



City Recorder



Mayor