



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

TOLEDO CITY COUNCIL
Regular Meeting – also via Zoom Meeting Platform
April 19, 2023

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

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

- 1. Call to Order, Pledge of Allegiance and roll call**
- 2. Proclamations/Presentations**
 - Presentation – Sexual Assault Awareness Month – My Sister’s Place Director Amber Wishoff
 - Presentation – Lincoln County District Attorney Lanee Danforth
 - Proclamation – National Library Week
 - Proclamation – National Arbor Day
 - Interview – Applicant for Budget Committee Vacancy
- 3. Visitors/Public Comment**

(The public comment period provides the public with an opportunity to address the City Council regarding items not on the agenda. Please limit your comments to three (3) minutes).
- 4. Consent Agenda**

Minutes from the regular meeting held March 1, 2023
- 5. Discussion Items**
 - Discussion of Water and Sewer rates effective May 21, 2023
- 6. Decision Items**
 - Interview and consider appointment of individual to the Budget Committee
 - Approve approximately \$54,700 to perform pavement improvements to a section of SE 3rd Street
 - Authorize expenditure of approximately \$36,000 to install Cure In Place Piping liners in sewer main
 - Approve new position of Finance Director/Assistant City Manager
 - Consider options to recruit for the position of City Manager

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

Page 1

7. **Reports and Comments**
 - Committee updates
8. **Adjournment**

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Page 2



City of Toledo

Proclamation

National Library Week 2023

WHEREAS, libraries provide the opportunity for everyone to pursue their passions and engage in lifelong learning, allowing them to live their best life;

WHEREAS, libraries have long served as trusted institutions for all members of the community regardless of race, ethnicity, creed, ability, sexual orientation, gender identity, or socio-economic status;

WHEREAS, libraries strive to develop and maintain programs and collections that are as diverse as the populations they serve and ensure equity of access for all;

WHEREAS, libraries adapt to the ever-changing needs of their communities, continually expanding their collections, services, and partnerships;

WHEREAS, libraries play a critical role in the economic vitality of communities by providing internet and technology access, literacy skills, and support for job seekers, small businesses, and entrepreneurs;

WHEREAS, libraries are accessible and inclusive places that promote a sense of local connection, advancing understanding, civic engagement, and shared community goals;

WHEREAS, libraries are cornerstones of democracy, promoting the free exchange of information and ideas for all;

WHEREAS, libraries, librarians, and library workers are joining library supporters and advocates across the nation to celebrate National Library Week;

NOW, THEREFORE, be it resolved that I Mayor Rod Cross proclaim **April 23-29, 2023** as

National Library Week

I encourage all residents to visit their library's website to access resources and services.

Mayor Rod Cross

April 19, 2023
Date



CITY OF TOLEDO

PROCLAMATION



Observance of Toledo Arbor Day and National Arbor Day 2023

- WHEREAS,** in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, and
- WHEREAS,** this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and
- WHEREAS,** Arbor Day is now observed throughout the nation and the world, and
- WHEREAS,** trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, and
- WHEREAS,** trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, and
- WHEREAS,** trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and
- WHEREAS,** trees — wherever they are planted — are a source of joy and spiritual renewal.

NOW THEREFORE, I, Rod Cross, Mayor of the City of Toledo, Oregon, do hereby proclaim April 26th, 2023, as Arbor Day in the City of Toledo and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands.

DATED THIS 19th DAY OF APRIL, 2023

Rod Cross, Mayor

**TOLEDO CITY COUNCIL
REGULAR MEETING
March 1, 2023**

1. CALL TO ORDER

Council President (CP) Betty Kamikawa called the meeting to order at 6:00 p.m. also via Zoom in Toledo, Oregon.

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

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

2. PROCLAMATIONS/PRESENTATIONS

Presentation – Bond Issuance presentation

Jonas Biery, Bond Consultant, DA Davidson addressed the City Council. He noted a presentation he provided to the Council in August of 2022. He said at that time, there was discussion about various bonding options including a General Obligation (GO) bond. He said the GO bond would be paid for by a dedicated property tax levy. He said the City currently has a GO bond and that tax levy will expire in November 2023. He said the new bond would be issued in 2024 and replace the expiring tax levy. He indicated he and CM Richter spoke with a Bond Counsel, who will help to draft some of the ballot language in accordance with any legal requirements. He said if the bond were approved by voters, the Bond Counsel would assist to complete the process. He said they also reached out to election consults in regards to moving the bond forward.

Mr. Biery reference page 9 of the Council packet and reviewed the Bond Levy Analysis. He compared the existing bond levy rate from when it was approved in 2004 for \$.60 to the current \$.40 actual rate. He said the decrease was largely in part to the City refinancing the bond. He proceeded to the 2024 \$2.5 million bond levy rate to replace the Ammon Water Tank. He said the target date to issue the bond is spring of 2024 and should align with the current \$.40 rate. He said the discussion and decision for Council is whether they want to proceed with the GO bond, what size of a bond they should pursue and what projects to include. He said it would also frame what kind of discussions they want to have with the community. He indicated the next steps could include community outreach, which should be completed by end of May. He said Council would need to pass a resolution with the ballot title ideally in July and submit it to the County Clerk in early September. He said if it does get on the ballot for November 7, then they will pick up the issuance of the bond if it were approved.

1 CM Richter noted the City Council could consider a bigger bond because there are two water tanks
2 that need to be replaced or have a more generic title to the bond such as “Water infrastructure” to
3 include more projects. She said a decision will not be made at this meeting, but they are things to
4 consider when they do make a decision.

5
6 Councilor Carey noted there may be a better chance to be more specific in the title. Councilor Bush
7 concurred with Councilor Carey’s comment. The Council inquired whether there is an ideal bond
8 request and Mr. Biery replied it is community specific. Mr. Biery answered clarification questions
9 in regards to their fees and the length of time for bonds. He noted they do not want to extend the
10 bonds longer than the useful life of any assets.

11 12 **3. VISITORS/PUBLIC COMMENT**

13 There were no comments.

14 15 **4. CONSENT AGENDA**

16 **Minutes from the executive sessions held January 18, 2023 February 1, 2023 and the regular**
17 **meeting held February 1, 2023**

18
19 **Motion** – it was moved and seconded (Carey/Bush) to approve the consent agenda as presented
20 and the motion carried unanimously.

21 22 **5. DISCUSSION ITEMS**

23 **League of Oregon Cities Spring Conference sign ups**

24 CR Figueroa said the League of Oregon Cities Spring Conference is scheduled for April 25-26 in
25 Seaside and inquired which Councilors would like to attend. CM Richter noted originally there
26 was a budget committee scheduled that week, but the meeting schedule was adjusted so it would
27 not interfere with the conference. Councilor Bush and CP Kamikawa indicated they would like to
28 go.

29 30 **Discussion of the details of the Bond issue**

31 The discussion was tabled for a future meeting to ensure all Councilors and Public Works Director
32 Zuspan are present.

33 34 **6. DECISION ITEMS**

35 **Letter of authorization for grant application**

36 There was discussion in regards to a letter of authorization to apply for a grant for \$4 million
37 (congressional spending) for the Sustainable Renewable Energy Utility Systems (SREUS). CR
38 Figueroa asked for clarification if she needs a letter of intent, because the City already has one
39 with SREUS.

40
41 **Motion** – it was moved and seconded (Carey/Kamikawa) to authorize CP Kamikawa to apply and
42 sign for the procurement of two Sustainable Renewable Energy Utility Systems modules and the
43 motion carried unanimously.

1 **7. REPORTS AND COMMENTS**

2 CM Richter reminded the Council that there is one vacancy on the City Council and three on the
3 Budget Committee. She said staff had a first meeting with Cycle Oregon. She commented on how
4 organized they are and said they will need lots of volunteers. She said they are anticipated to arrive
5 on September 12 for setup with riders (up to 1100 cyclists) arriving the next day.
6

7 Councilor Carey noted Central Lincoln PUD (PUD) General Manager Ty Hillebrand commented
8 to Councilor Carey on how appreciative he was for the efforts of the Toledo Public Works crew
9 during the recent storm. He said their ability to keep the roads cleared helped the PUD crews in
10 doing their jobs to restore power to local customers.
11

12 **8. ADJOURNMENT**

13 The meeting adjourned at 6:45 p.m.
14

15 Approve:

Attest:

16
17
18 _____
19 Mayor Rod Cross

City Recorder Lisa Figueroa

**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

	Meeting Date:	Agenda Topic:
	April 19, 2023	Discussion of Water and Sewer rates effective May 21, 2023
Council Goal:	Agenda Type:	
Not applicable	Discussion and Information	
Prepared by:	Reviewed by:	Approved by:
City Manager J. Richter	City Manager Judy Richter	City Manager Judy Richter

Recommendation:

Staff has no recommendation at this time.

Background:

The water and sewer rates adjust each year on May 21. In anticipation, staff has provided the current The Seal Rock Water agreement ended on December 31, 2022. A new agreement is being negotiated. They are currently providing their own water to customers but would like to maintain Toledo as an emergency resource.

Civil West completed the Water and Sewer Rate study about two years ago. The link is <https://www.cityoftoledo.org/documents> where the Water and Sewer Rate study is found. **Look under Public Works/Engineering Documents.**

Water Standby rates have been recently addressed by a private citizen. Information is attached with regard to two nearby communities and their standby rates.

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

Attachment:

1. Current rates Water
2. Current rates Sewer
3. Billing amounts per Usage
4. Water and Sewer Rate Study
5. Standby Water Rates

EXHIBIT “A”

Water Rates Effective May 21, 2022

For all of water users, the charge for water is the sum of Facilities, Service and Water Use Charges listed below:

WATER RATES-INSIDE CITY LIMITS

Water Use Charge (per 1000 gallons)	\$5.29
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Facilities and Service Charge by Meter Size

Meter Size	Multiplier	Facilities Charge	Service Charge	Total Facilities and Service Charge by Meter Size
5/8”	1.0	\$27.03	\$6.11	\$33.14
3/4"	1.5	\$40.53	\$6.11	\$46.64
1”	2.6	\$70.27	\$6.11	\$76.38
1.25”	4.1	\$110.80	\$6.11	\$116.91
1.5”	5.9	\$159.44	\$6.11	\$165.55
2”	10.5	\$283.75	\$6.11	\$289.86
3”	23.6	\$637.77	\$6.11	\$643.88
4”	41.9	\$1132.32	\$6.11	\$1138.43
6”	94.3	\$2548.39	\$6.11	\$2554.50
8”	167.5	\$4526.57	\$6.11	\$4532.68
10”	261.0	\$7053.33	\$6.11	\$7059.44
12”	377.0	\$10188.15	\$6.11	\$10194.26

WATER RATES-OUTSIDE CITY LIMITS

Water Use Charge (per 1000 gallons)	\$10.57
-------------------------------------	---------

Facilities and Service Charge by Meter Size

Meter Size	Multiplier	Facilities Charge	Service Charge	Total Facilities and Service Charge by Meter Size
5/8”	1.0	\$54.06	\$12.22	\$66.28
3/4"	1.5	\$81.06	\$12.22	\$93.28
1”	2.6	\$140.53	\$12.22	\$152.75
1.25”	4.1	\$221.60	\$12.22	\$233.82
1.5”	5.9	\$318.88	\$12.22	\$331.10
2”	10.5	\$567.51	\$12.22	\$579.73
3”	23.6	\$1275.55	\$12.22	\$1287.77
4”	41.9	\$2264.63	\$12.22	\$2276.85
6”	94.3	\$5096.77	\$12.22	\$5108.99
8”	167.5	\$9053.14	\$12.22	\$9065.36
10”	261.0	\$14106.67	\$12.22	\$14118.89
12”	377.0	\$20376.31	\$12.22	\$20388.53

ADMINISTRATIVE ACCOUNT FEES

Service Reconnect Fee	\$53.50
Water Account Deposit	\$145.00
Meter Reinstallation Fee	\$53.50
Late Payment Notice Fee	\$10.70
Service Charge	\$16.00
Meter Test Fee	\$37.45

EXHIBIT “A”

Sewer Rates Effective May 21, 2022

	Base charge*	Flat rate per thousand**
Inside City Limits	\$19.22	\$18.33
Outside City Limits	\$38.43	\$36.66

*Base charge includes the first thousand gallons of treated City water used to calculate average.

** Flat rate per thousand based on average water usage January-April for non-industrial users.

Sewer Inspection Fee	\$160.50
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City of Toledo
Billing Amounts per Usage - May 2022

# in house	Gallons	Water	Sewer	St Light	Rd Maint	Ttl Bill	Rates		
							Water flat	\$	33.14
0	0	\$ 33.14	\$ 19.22	\$ 3.00	\$ 3.00	\$ 58.36	water /1000	\$	5.29
1-2	1000	\$ 38.43	\$ 19.22	\$ 3.00	\$ 3.00	\$ 63.65	sewer flat	\$	19.22
1-2	2000	\$ 43.72	\$ 37.55	\$ 3.00	\$ 3.00	\$ 87.27	sewer/1000	\$	18.33
1-2-3	3000	\$ 49.01	\$ 55.88	\$ 3.00	\$ 3.00	\$ 110.89	street light	\$	3.00
2-3	4000	\$ 54.30	\$ 74.21	\$ 3.00	\$ 3.00	\$ 134.51	road maint	\$	3.00
2-3-4	5000	\$ 59.59	\$ 92.54	\$ 3.00	\$ 3.00	\$ 158.13			
3-4	6000	\$ 64.88	\$ 110.87	\$ 3.00	\$ 3.00	\$ 181.75			
3-4-5	7000	\$ 70.17	\$ 129.20	\$ 3.00	\$ 3.00	\$ 205.37			
4-5	8000	\$ 75.46	\$ 147.53	\$ 3.00	\$ 3.00	\$ 228.99			
4-5-6	9000	\$ 80.75	\$ 165.86	\$ 3.00	\$ 3.00	\$ 252.61			
5-6	10000	\$ 86.04	\$ 184.19	\$ 3.00	\$ 3.00	\$ 276.23			

ATTACHMENT B
City of Philomath
UTILITY FEES

Multi-Residential / Commercial / Industrial

Effective July 1, 2022

Water Rates: ➤ **Base charge:**

Multi-Residential	\$ 13.00 x # of units x 50% discount
Commercial / Industrial:	
5/8" / 3/4" meter	\$ 13.00
1" meter	\$ 32.50
1 1/2" meter	\$ 65.00
2" meter	\$104.00
3" meter	\$227.50
4" meter	\$650.00
6" meter	\$1,040.00
8" meter	\$1,820.00
School:	
2" meter	\$ 72.80
3" meter	\$159.25

Fire line stand-by charge **\$ 15.20**

➤ **Volume charge per unit of water consumed:**

Multi-Family	\$ 4.55
Commercial	\$ 4.55
Industrial	\$ 4.55
City/School Irrig.—up to 1,500 units, from June-Sept	\$ 0.96
City/School Irrig.—1,501+ units, from June-Sept	\$ 1.26

Sewer Rates:

➤ **Base charge:**

Standard	\$ 25.85
Multi-unit residential	\$ 25.85 x # of units x 0.5

➤ **Volume charge per unit of water consumed:**

Multi-Residential	\$ 6.30
Commercial and Industrial	\$ 6.30

Sewer unit charges for commercial, industrial, and multi-residential customers are billed based on actual water usage. Customers who irrigate may request summer averaging.

Single Water Purchase:

Water Charge	\$17.00 under 3 units
	\$5.40/unit over 3 units

Payments: Accounts with a 30-day balance are subject to a 1½% per month late fee. Accounts are delinquent if not paid within 45 days. If an account becomes delinquent, and a shutoff notice is delivered, there will be a \$10 fee added to the account. If payment is not received as required on the shutoff notice, the water will be shut off and a \$30 service fee will be added to the account. The minimum payment plus the \$40 fee must be paid before the water service will be turned back on.

Disputes: If you dispute the accuracy of the billing, you must present your objection within fifteen (15) days after the date of your bill. Failure to file a notice of objection to the billing shall constitute a waiver of your right to object.

Underground Leaks: If you have a leak in a pipe between the meter and the building, repair it promptly and notify the Water Department. You may be eligible for an adjustment of up to 50% of the water that was lost. Sewer charges may be adjusted for those customers billed on actual units.

Standard Discharge Strength: Monthly volume charges for Standard Discharge Strength commercial and industrial users shall be computed by multiplying actual metered water usage in 100 cubic foot units by \$5.00. Where the customer in the commercial and industrial classes can demonstrate to the satisfaction of City staff that the volume of sewer discharge does not equal the water volume used because some or all of the water used is not being discharged into the sewer systems, the City may determine the appropriate amount of charges based upon the City's estimate of actual amount of sewer discharge.

Non-Standard Discharge Strength: Per unit charge for users in the Non-Standard Discharge Strength customer class shall be the actual cost of treating the extra strength wastewater. The per unit charge to be determined by the City prior to the user discharging to the sewerage system.

Public Works Utility Fees and Charges

Services Description		2019-20		2020-2021		Changed	Initial Review	2020-2021 Anticipated Revenue	GL Account
A. The charges in this Subsection 4.A apply within the City of Newport.									
Meter Size		Minimum Charge	Variable Cost per 1,000 Gallons	Minimum Charge	Variable Cost per 1,000 Gallons				
Single-family residence									
201 5/8" or 3/4"		\$19.61	\$4.24	\$19.61	\$4.24				601-3390-45501
202 1"		\$26.04		\$26.04					601-3390-45501
203 1 1/4" or 1 1/2"		\$39.67		\$39.67					601-3390-45501
204 2"		\$67.91		\$67.91					601-3390-45501
205 3"		\$101.38		\$101.38					601-3390-45501
206 4" or over		\$168.53		\$168.53					601-3390-45501
Single-family residence - low income qualified - 30% discount									
5/8" or 3/4"		\$13.73	\$2.97	\$13.73	\$2.97				601-3390-45501
1"		\$18.23		\$18.23					601-3390-45501
1 1/4" or 1 1/2"		\$27.77		\$27.77					601-3390-45501
2"		\$47.54		\$47.54					601-3390-45501
3"		\$70.97		\$70.97					601-3390-45501
4" or over		\$117.97		\$117.97					601-3390-45501
Multi-family residential									
201 5/8" or 3/4"		\$19.61	\$4.24	\$19.61	\$4.24				601-3390-45501
202 1"		\$26.04		\$26.04					601-3390-45501
203 1 1/4" or 1 1/2"		\$39.67		\$39.67					601-3390-45501
204 2"		\$67.91		\$67.91					601-3390-45501
205 3"		\$101.38		\$101.38					601-3390-45501
206 4" or over		\$168.53		\$168.53					601-3390-45501
Commercial									
207 5/8" or 3/4"		\$23.22	\$4.77	\$23.22	\$4.77				601-3390-45501
208 1"		\$30.82		\$30.82					601-3390-45501
209 1 1/4" or 1 1/2"		\$46.96		\$46.96					601-3390-45501
210 2"		\$80.40		\$80.40					601-3390-45501
211 3"		\$120.01		\$120.01					601-3390-45501
212 4" or over		\$199.50		\$199.50					601-3390-45501
Rates for Water Service Outside the City - Section 8-5									
B. The charges in this subsection 5 apply outside the City of Newport.									
Meter Size		Minimum Charge	Variable Cost per 1,000 Gallons	Minimum Charge	Variable Cost per 1,000 Gallons				
Single-family residence									
221 5/8" or 3/4"		\$37.42	\$4.24	\$37.42	\$4.24				601-3390-45501
222 1"		\$50.96		\$50.96					601-3390-45501
223 1 1/4" or 1 1/2"		\$70.84		\$70.84					601-3390-45501
224 2"		\$124.89		\$124.89					601-3390-45501
225 3"		\$185.85		\$185.85					601-3390-45501
226 4" or over		\$305.31		\$305.31					601-3390-45501

Public Works Utility Fees and Charges							
	Services Description	2019-20	2020-2021	Changed	Initial Review	2020-2021 Anticipated Revenue	GL Account
	Water Utility Rates and Charges						
	Connection Fee and Street Opening Fee - Section 8-1					\$41,100	
	A. The fee for a new connection to the water system is based on the size of service. The fees for new connections are:						
	Meter Size	Connection Fee	Connection Fee				
	5/8" x 3/4"	\$2,026.00	\$2,148.00	\$122.00			601-3390-45503
	1 inch	\$2,356.00	\$2,497.00	\$141.00			601-3390-45503
	Larger than 1 inch	Actual cost plus 10%	Actual cost plus 10%				601-3390-45503
	B. If cutting and restoration of asphalt streets is necessary, actual costs of the repair plus 10% will be added to the above costs.						
	Deposit - Section 8-2						
	The amount of deposit required under NMC 5.10.020 is based upon meter size and is generally equal to two months of average usage. Deposits will not be refunded prior to discontinuation of service except in extenuating circumstances and then only by authorization by the city Finance Director. Deposits for new utility accounts are:						
	Meter Size	Deposit	Deposit				
	5/8" x 3/4"	\$288.00	\$308.00	\$20.00			
	1 inch	\$353.00	\$377.00	\$24.00			
	1 1/4" x 1 1/2"	\$1,344.00	\$1,425.00	\$81.00			
	2 inch	\$1,766.00	\$1,874.00	\$108.00			
	3 inch and larger	\$2,603.00	\$2,760.00	\$157.00			
	Miscellaneous Charges - Section 8-3					\$64,900	
	A. The charge for a normal reconnection or additional connection is \$20.00, in addition to any connection fee established under Subsection 1.						601-3390-48001
	B. The reconnection fee following a for-cause (delinquent payment or other cause) disconnect is \$44.00.						601-3390-48001
	C. The charge for opening a connection in violation of NMC Chapter 5.10 is \$100.00.						601-3390-48001
	D. The fee for late payment is \$20.00.						601-3390-48001
	E. The fee for a non-payment notice is \$20.00.						601-3390-48001
	Rates for Water Service Within the City - Section 8-4					\$4,647,800	
	The rates in this Subsection 4 apply to all service areas.						
	The minimum monthly charge shall be based on the size of each meter except as otherwise defined within this section.						
	The minimum charge for unmetered fire suppression systems shall be based upon the size of the service line entering the property.						

**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

	Meeting Date:	Agenda Topic:
	April 19, 2023	Interview and consider appointment of individual to the Budget Committee
Council Goal:	Agenda Type:	
Not Applicable	Decision Items	
Prepared by:	Reviewed by:	Approved by:
City Recorder L. Figueroa	City Manager Judy Richter	City Manager Judy Richter

Recommendation:

Staff makes no recommendation but is providing a motion for reference:

Motion to appoint Jonathan Mix to the Budget Committee to a term that will expire in December of 2025.

Background:

There are currently three vacancies on the Budget Committee at this time. One term expires in December of 2024 and the other two expire in December of 2025.

One application has been submitted and is attached. The applicant, Jonathan Mix is currently a Planning Commissioner. Interviews questions have been included, however it is the Council's discretion on whether they decide to interview Mr. Mix.

Fiscal Impact:	Fiscal Year:	GL Number:
Unknown	2022-2023	N/A

Attachment:

1. Jonathan Mix application
2. Budget Committee interview questions

Experience & Background

General Background

Please list any qualifications you feel would be of benefit in this position.

I work with my wife Tracy Mx at her Accounting Firm as a Book keeper and manager.

List previous experience and/or current employment.

I work at Tracy Mx Accounting, and for J3 contracting as a Engine Captain. I'm in the process of starting a construction business.

Please list any current or previous community involvement.

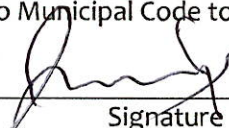
I volunteered with the Fire Department for 5 or six years and I've volunteered at food share, south beach church and other community events like clean up Toledo.

Certification and Signature

Please initial:

 I understand that I may be subject to a criminal background check pursuant to Toledo Municipal Code Chapter 2.44 and if selected to complete one, I will be required to provide personal information to conduct the criminal background check.

By signing below, I certify that the information on the application is true and accurate and that I meet the necessary eligibility and/or residency requirements in accordance with Oregon State Law and/or the Toledo Municipal Code to serve on a Committee for the City of Toledo.


Signature

4/6/2023
Date

City of Toledo
Committee Volunteer Application Form

Please indicate which Board or Committee you are applying for:

- ☒ Budget Committee
☐ Library Board
☐ Planning Commission

Name: Jonathan A Mix

Home Address:

[REDACTED]

Toledo

City

OR

State

97391

Zip

Mailing Address:
(if different)

City

State

Zip

Home Phone:

[REDACTED]

Cell Phone:

[REDACTED]

E-mail address:

[REDACTED]

Residency and Eligibility

Do you reside within the City limits?

☒ Yes ☐ No

Length of Time 14 years

Do you reside within the Urban Growth Boundary?

☐ Yes ☒ No

Length of Time _____

Are you a registered voter in Lincoln County?

☒ Yes ☐ No

Are you a Toledo business owner or Manager?

☐ Yes ☒ No

If yes, please indicate which business you own/manage:

Have you worked for or previously been a volunteer for the City of Toledo?

☒ Yes ☐ No

If yes, what was your position and when?

Current Planning Commission 2 years Fire Dept 5 years 2015

Comments of Interest

Please explain why you are interested in this position:

I Like Helping my community.



CITY OF TOLEDO
Budget Committee Interview Questions

1. What do you feel is the role of a Budget Committee member?
2. Have you ever managed, administered, or been responsible for a budget? If so, what size was the budget and for what purpose?
3. What are the basic services any city should provide?
4. In your opinion, what is the most important service Toledo provides to the residents? Why? (e.g., fire, police, library, planning, etc.)
5. If you had a dollar to spend, how would you appropriate it for city services?
6. Any additional questions posed by Council.

**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

	Meeting Date:	Agenda Topic:
	April 19, 2023	Approve approximately \$54,700 to perform pavement improvements to a section of SE 3 rd Street
Council Goal:	Agenda Type:	
Maintain and improve public infrastructure and facilities	Decision Items	
Prepared by:	Reviewed by:	Approved by:
Public Works Director B. Zuspan	City Manager Judy Richter	City Manager Judy Richter

Recommendation:

Motion to approve approximately \$54,700 to perform pavement improvements.

Background:

The pavement located at SE 3rd Street. from Douglas St. to Beech St. has been overlaid in the past and asphalt has flowed over onto the cement curb and gutter making it necessary to perform a 2"grind before replacing the 2" with new asphalt. The surface of this roadway has deteriorated, has had trenches cut into it and is in poor condition. It is well past it expected life span.

Fiscal Impact:	Fiscal Year:	GL Number:
\$ 52,392	2022-2023	011-110-620540

Attachment:

1. Bid sheet Road & Drive

**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

	Meeting Date:	Agenda Topic:
	April 19.2023	Authorize expenditure of approximately \$36,000 to install Cure In Place Piping liners in sewer main
Council Goal:	Agenda Type:	
Maintain and improve public infrastructure and facilities	Decision Items	
Prepared by:	Reviewed by:	Approved by:
Public Works Director B. Zuspan	City Manager Judy Richter	City Manager Judy Richter

Recommendation:

Motion to approve approximately \$36,000 for infrastructure improvements.

Background:

This is an ongoing process to reduce Inflow & Infiltration (I&I) to the Wastewater Treatment Plant. This is project - 5th St. in the 2011 I&I study by placing Cure In Place Piping liners into identified sewer mainlines in an effort to reduce Infiltration from reaching the Wastewater Treatment Plant. This process also adds 20-30 years of life to the pipeline and is a Department of Environmental Quality reportable project.

Fiscal Impact:	Fiscal Year:	GL Number:
Unknown	2022-2023	042-420-620550

Attachment:

1. Bid sheet – only one received, solicited three contractors

C-More Pipe Services Co.

1717 Lexington St
Portland, OR 97202
(503) 871-6503
www.cmorepipe.com



Estimate

ADDRESS

City Of Toledo

ESTIMATE # Q-1079**DATE** 04/10/2023

DATE	SERVICES	QTY	RATE	AMOUNT
	Mobilization Mobilization of CIPP Equipment	1	5,000.00	5,000.00
	Bypass no bypass top end	1	0.00	0.00
	CIPP LINER Labor and equipment to Install CIPP liner	335	75.00	25,125.00
	Services Prep work	500	4.00	2,000.00
	Lining - cut service lateral Cut open service lateral after lining	6	200.00	1,200.00
	Services Traffic control RWA and cones	1	500.00	500.00

TOTAL**\$33,825.00**

Accepted By

Accepted Date

**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

	Meeting Date:	Agenda Topic:
	April 19, 2023	Approve new position of Finance Director/Assistant City Manager
Council Goal:	Agenda Type:	
Not Applicable	Decision Items	
Prepared by:	Reviewed by:	Approved by:
City Manager J. Richter	City Manager Judy Richter	City Manager Judy Richter

Recommendation:

Motion to approve new position of Finance Director/Assistant City Manager and add to the Salary Schedule Level 44 as presented.

Background:

The City has been recruiting for a Finance director for some time with no applicants. We also have an open position for Human Resource Specialist/Assistant City Manager which has drawn some interest. By combining the Finance director with the Assistant City Manager position, it is hoped that some candidates will be drawn to the expanded position and potentially higher salary.

Fiscal Impact:	Fiscal Year:	GL Number:
Unknown	2022-2023	N/A

Attachment:

1. Finance Director Job Description
2. Non-represented Salary Schedule

	City of Toledo Finance Director/Assistant City Manager Job Description	
	Salary Range: xx/month	Department: Admininstration/Finance
	Classification: FLSA Exempt	Supervisor: City Manager
	Representation: Non-Represented	Location: City Hall

General Roles and Responsibilities

The Finance Director functions as the City Treasurer and oversees the functions of the Finance Department. Manages plans and coordinates the operations of the department accounting operations, payroll, special assessments, treasury, and bonded debt programs. Assures compliance with government accounting and auditing standards, Oregon Budget Law and rules regarding grants, contracts, and auditing requirements of the City. Provides budget preparation and on-going management assistance, information and analysis to city management and staff. Reviews and evaluates all financial operations and procedures to make timely recommendations for improvements to the City Manager. Provides periodic budget status summaries to the City staff and City Council. Conducts assigned research and administrative studies and prepares reports and recommendations.

Supervision Received and Exercised

- Functions under the direction of the City Manager and may perform the duties of the City Manager during the City Manager's absence.
- This position Provides direct supervision to assigned Finance Department staff.

Knowledge and Skills Required

Minimum Education

- Bachelor's degree in Business Administration, Public Administration, Accounting, Fiscal Management or other related degree.

Experience

- The position requires 5 years of directly related experience.

Certifications/Licenses

- Must have valid Oregon Driver's License or the ability to obtain one upon acceptance of the position.
- Notary Public certification or the ability to obtain and maintain certification.
- Ability to obtain and maintain Criminal Justice Information Services (CJIS) certification.

Knowledge of:

- Communication: Frequent (60-80%) communication inside and outside the organization.
- Substantial (60-80%) level of responsibility for creation, development, design or problem solving of new product, program, methods, systems, procedures or policy issues. The requirement to generate new ideas, innovate based on current practice, and/or create original work is an extremely important aspect of the position and occupies more than 50% of regular work time.
- Knowledge of financial documents and spreadsheets, financial management software and programs, and general fiscal office management practices and procedures
- Knowledge of file maintenance and schedule/calendar systems; and computer/electronic equipment and relevant software.

- Ability to work efficiently with limited supervision, have good comprehension and communication skills, attention to detail and accuracy and possess the ability to maintain confidentiality.
- Ability to work well under pressure and possess the ability to interact effectively with staff, elected officials, the public and other governmental agencies.
- Possess strong human relations and communication skills.
- Proficient use of computers and advancing technology
- Make decisions in an environment of limited resources and competing claims.

Primary/Essential Responsibilities

- Maintains the central accounting system for the City in a manner consistent with established municipal accounting practices and Oregon budget law.
- Oversees the City's fiscal services in the areas of accounts receivable, accounts payable and payroll services.
- Supervises the preparation of financial statements, reconciliation of cash, adjustments of journal entries and modifications of accounts.
- Prepares internal reports and revenue analysis to ensure expenditures do not exceed budgetary appropriations.
- Assists with preparation of the annual operating budget.
- Oversees completion of annual audit process.
- Supervises and assists with the daily operations of Municipal Court services.
- Oversees fiscal management requirements of grants and reimbursement programs.
- Manages City investments in accordance with established budget policies and State Law.
- Periodically attends and provides financial reports to City Council and public.
- Oversees the administration of employee benefits and ensures funds and benefits are administered appropriately.
- Maintains and monitors receipt/inventory of all agency capital assets and equipment.
- Assists with City insurance and risk management programs and services for all aspects of the City.
- Attends Department Head and other administrative meetings as assigned.
- Performs other work as assigned or delegated by the City Manager.

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

Assistant City Manager

- Provides direct support to the City Manager by performing the duties of the City Manager as assigned during the City Manager's absence
- Provides support directly to the City Manager by serving as a liaison on major projects; provides special research and support to the City Manager.
- Attends City Council meetings and represents the City Manager as needed.
- Represents the City of Toledo and City Manager to staff, elected officials and outside agencies; creates, presents and explains City programs, policies and activities; and negotiates toward resolution sensitive, significant and controversial issues.
- Acts as committee chair for Emergency Preparedness Committee
- Assist the City Manager to plan, direct, interpret and evaluate policies, activities/operations as well as broad long-range strategies and goals including the budget of the Urban Renewal Agency and the City of Toledo

Working Conditions

The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This level has a work environment with only occasional (20-40%) hazards or obstacles. There is a moderately low level of personal risk encountered while performing assigned work. Job conditions are occasionally uncomfortable relative to noise, temperature, inside/outside work, dirty conditions, or interactions with angry or hostile individuals, exposure to contagious disease, etc. Positions with some responsibility for driving are to be placed at least at this level. Performs highly complex and varied tasks requiring independent knowledge, its application to a variety of situations as well as exercise of independent judgment. The noise level in the work environment is generally quiet.

Physical and Mental demands

The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Position(s) at this level function with a continual (80%+) mental demand. Priorities and demands on self and organization unit are continual. Interruptions are constant and can often impact whole work schedule. Risk and adverse impact must be considered regarding most decisions where there is often incomplete information.

Positions at this level require some (20-40%) physical efforts or manual labor such as lifting, carrying or constant movement. While performing the duties of this job the employee is frequently required to reach with hands and arms, stand, walk, sit, use hands to finger, grasp, handle, feel or operate objects, tools or controls and talk and hear. The employee is occasionally required to kneel and crouch. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Revised: April 13, 2023

Adopted: July 1, 2000

City of Toledo Salary Schedule								
Grade	Job Title	FTE	Step					
			1	2	3	4	5	6
30		0.00	\$ 3,188	\$ 3,314	\$ 3,449	\$ 3,586	\$ 3,731	\$ 3,883
31	Assistant to the City Recorder Assistant to the Library Director	1.00	\$ 3,516	\$ 3,659	\$ 3,804	\$ 3,956	\$ 4,113	\$ 4,280
32		0.00	\$ 3,756	\$ 3,907	\$ 4,061	\$ 4,224	\$ 4,394	\$ 4,570
33	Assistant Library Director	0.00	\$ 4,086	\$ 4,296	\$ 4,498	\$ 4,703	\$ 4,898	\$ 5,041
34	Head Dispatcher/Library Director Director/Accounting Supervisor	2.00	4577	4761	4951	5149	5355	5569
35	Asst Fire Chief/City Facilities Coord	0.00	\$ 4,582	\$ 4,762	\$ 4,933	\$ 5,122	\$ 5,312	\$ 5,535
36	City Recorder-Executive Assistant Human Resrouces Specialist	1.00	\$ 4,812	\$ 5,003	\$ 5,204	\$ 5,410	\$ 5,626	\$ 5,853
37	Pub Wrks Operations Supervisor	1.00	\$ 5,172	\$ 5,377	\$ 5,513	\$ 5,793	\$ 5,937	\$ 6,199
38	Information Systems Admin	0.65	\$ 5,401	\$ 5,618	\$ 5,844	\$ 6,080	\$ 6,322	\$ 6,576
39	Police Sergeant	1.00	\$ 5,885	\$ 6,121	\$ 6,366	\$ 6,621	\$ 6,886	\$ 7,162
40	City Planner	1.00	\$ 5,771	\$ 5,997	\$ 6,242	\$ 6,491	\$ 6,753	\$ 7,022
41	Finance Director Library Director	0.00	\$ 6,000	\$ 6,241	\$ 6,491	\$ 6,752	\$ 7,022	\$ 7,302
42	Assistant City Manager/Human Resources	0.00	\$ 6,531	\$ 6,793	\$ 7,064	\$ 7,347	\$ 7,642	\$ 7,945
43	Fire Chief/Police Chief Public Works/Finance Director	4.00	\$ 7,182	\$ 7,471	\$ 7,769	\$ 8,081	\$ 8,405	\$ 8,740
	Finance Director/Asst City Manager		\$ 7,397	\$ 7,695	\$ 8,002	\$ 8,323	\$ 8,657	\$ 9,002
1	Library Aide	0.00	\$ 11.48					
3	Library Clerk	P/T	\$ 15.60					

Last updated 08/19/2020 COLA incr of 3.0% from 19-20

Exhibit "A" - Resolution No.

Approved by Council 8/19/2020

Updated 5/28/2021 to reflect market pressure.

** also include 1% longevity pay for service 10 years and over

*** 10 hours per month holiday pay for Police Sergeant

Approved by Council 6/2/2021

Updated 11/24/2021 to reflect 2.5% COLA retroactive to 7/1/2021 Approved by Council 12/1/2021

Updated 8/3/2022 to add Asst CM/HR Specialist Per Council Approved by Council 8/3/2022

Updated 1/12/2023 to reflect 3% COLA

**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

	Meeting Date:	Agenda Topic:
	April 19, 2023	Consider options to recruit for the position of City Manager
Council Goal:	Agenda Type:	
Not Applicable	Decision Items	
Prepared by:	Reviewed by:	Approved by:
City Recorder L. Figueroa	City Manager Judy Richter	City Manager Judy Richter

Recommendation:

Staff makes no recommendation. However depending on discussion, Council may provide direction staff by consensus or motion.

Background:

City Manager Judy Richter announced her retirement. In anticipation of her retirement, the Council must consider a process for recruitment, including but not limited to a profile and job description, recruitment timeline, whether they will contract with an external organization to fill the position of City Manager and a tentative date to fill the position.

Staff is confident several primary tasks can be completed internally such as designing the recruitment packet and profile and facilitating the panel interviews but would like assistance in pre-screening any applicants and processing the background and reference checks for the sake of transparency and to avoid any perceptions of bias.

Staff contacted several organizations who provide executive recruitment services and included their proposals with the council report. The estimated proposals may be adjusted based on the final scope of work provided the City.

Included with this council report are materials used from the City Manager recruitment in 2019-2020, a City Manager job description, copy of the Toledo Municipal Code (TMC), Master meeting calendar and any other materials needed to determine a recruitment process.

Staff is seeking direction on whether the City Council would like to meet in an executive session to develop a scope of work and negotiate a contract for the recruitment of the City Manager position.

Fiscal Impact:	Fiscal Year:	GL Number:
Unknown	2022-2023	N/A

Attachment:

1. City Manager job description based on 2020 equity study by HR Answers
2. TMC, Charter V, Section 20
3. City Manager profile checklist
4. City Manager profile/recruitment flyer from 2019-2020
5. Executive recruitment services proposals
6. League of Oregon Cities' Guide to recruiting a City Administrator (hyperlink)
https://www.orcities.org/application/files/1615/6116/0188/Guide_to_Recruiting_a_City_Administrator3.10.pdf

	City of Toledo City Manager Job Description	
	Salary Range: \$XX - \$XX/month	Department: Administration/City Manager's Office
	Classification: FLSA Exempt	Supervisor: City Manager
	Representation: Non-Represented	Location: City Hall

General Roles and Responsibilities

Serves as Chief Administrative Officer of the City. Directs and coordinates the activities of all City departments and implements policy as established by the City Council.

Supervision Received and Exercised

- Position functions under the direction of the Toledo City Council.
- Responsible for supervision over all employees of the City. Exercises direct supervision of department heads and others as may be appropriate.

Knowledge and Skills Required

Minimum Education

- Bachelor's degree in Business Administration, Public Administration or related field.

Experience

- Eight or more years of directly related experience.

Certifications/Licenses

- Must have valid Oregon Driver's License or the ability to obtain one upon acceptance of the position

Knowledge of:

- Managing and directing operations of a municipality.
- Experience with various types of governmental forms and relationships between professional managers and elected officials.
- Communication: Frequent (60-80%) communication inside and outside the organization.
- Creativity: Substantial (60-80%) level of responsibility for creation, development, design or problem solving of new product, program, methods, systems, procedures or policy issues. The requirement to generate new ideas, innovate based on current practice, and/or create original work is an extremely important aspect of the position and occupies more than 50% of regular work time.
- Delegating authority and responsibilities.
- Knowledge of race and ethnic issues in cities.
- Understanding of local laws, codes and regulations.
- Financial management in city government.
- Ethics in leadership, making value-based decisions.
- Experience with goal setting and program evaluation.
- Negotiation experience to resolve complex and sensitive problems.
- Understanding of HR management best practices, staff facilitation and strategic planning.

Primary/Essential Responsibilities

- A. Meets with the public to provide information and assistance regarding City ordinances, policies, planning and zoning matters. Receives private citizen questions and complaints on a wide variety of issues and attempts to resolve problems to the satisfaction of all parties.
- B. Supervises the preparation of the annual budget. Reviews and approves departmental needs and estimates and transmits budget to budget committee for review and final action.
- C. Plans, gives general direction on and reviews the services rendered by the departments.
- D. Meets with the City Council in regular and special meetings. Gives information on and transmits reports covering issues or concerns of municipal operations, and advises councilors in their deliberation on policy or legislative matters
- E. Confers with department heads and others on varied operating and administrative problems. Reviews departmental plans, programs and procedures and coordinates methods to improve the services rendered by the City.
- F. Serves as purchasing agent for City and is responsible for the efficient expenditure of City funds. Approves grant applications.
- G. Meets with vendors, contractors, salespeople and consultants, negotiates contracts, and serves as contracting agent for the City.
- H. Meets with representatives of other governmental agencies on varied problems involved in the coordination of City services and in agreements with other governmental units.
- I. As requested by the Council or staff, attends Planning Commission meetings and meetings of special purpose (parks and recreation, site selection, citizen involvement) and provides staff assistance.
- J. Hires and confers with consultants, e.g. engineers, etc., concerning matters affecting the City's operation where their expertise is necessary.
- K. Coordinates with the Treasurer financial matters brought before the City Council
- L. Attends meetings as a representative of the City.
- M. Conducts correspondence on varied public contract problems and prepares or supervises the preparation of informative material for publication.

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

Working Conditions

This level has a work environment with only occasional (20-40%) hazards or obstacles. There is a moderately low level of personal risk encountered while performing assigned work. Job conditions are occasionally uncomfortable relative to noise, temperature, inside/outside work, dirty conditions, or interactions with angry or hostile individuals, exposure to contagious disease, etc. Positions with some responsibility for driving are to be placed at least at this level.

Physical Mental demands

The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position(s) at this level function with a continual (80%+) mental demand. Priorities and demands on self and organization unit are continual. Interruptions are constant and can often impact whole work schedule. Risk and adverse impact must be considered regarding most decisions where there is often incomplete information.

Positions at this level require minimal (>20%) physical effort such as light lifting, carrying or movement, etc. While performing the duties of this job the employee is frequently required to reach with hands and arms, stand, walk, sit, use hands to finger, grasp, handle, feel or operate objects, tools or controls and talk and hear. The employee is occasionally required to kneel and crouch.

Physical capability involves use of office or equipment where some agility and hand eye coordination are needed. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Revised: list approximate dates for archiving purposes

Adopted: July 1, 2000

CHAPTER V POWERS AND DUTIES OF OFFICERS

Section 20 City Manager.

- (1) Qualifications. The city manager:
 - (a) Shall be the administrative head of the city government.
 - (b) Shall be chosen by a majority vote of all members of the council without regard to political considerations and solely with reference to executive and administrative qualifications.
 - (c) Need not be a resident of the City or of the state at the time of appointment.
- (2) Before taking office, the manager shall give a bond in an amount and with such surety as in approved by the council. The premiums on the bond shall be paid by the City.
- (3) Term. The manager shall be appointed for an indefinite term and may be removed only by a majority vote of all members of the council. If a vacancy occurs in the office of manager after the first appointment under this charter, the council, at its next meeting, shall adopt a resolution of its intention to appoint another manager. The council shall appoint a manager to fill the vacancy as soon as practical, but in no case shall the office of city manager be left vacant for more than twelve months.
- (4) Powers and Duties. The manager shall:
 - (a) Attend all meetings of the council unless excused by the council or the mayor.
 - (b) Keep the council advised of the affairs and needs of the City.
 - (c) Make annual reports, or more frequently if requested by the council, about the affairs and departments of the City.
 - (d) Be responsible for the enforcement of all ordinances.
 - (e) See that all franchises, leases, contracts, permits and privileges granted by the City are observed.
 - (f) Appoint, discipline and remove personnel, except appointees of the mayor or council.
 - (g) Supervise and control the city manager's appointees in their service to the City.
 - (h) Organize and, as necessary, disband and reorganize the various city departments.
 - (i) Prepare the annual budget for transmittal to the council.
 - (j) Supervise all purchasing.
 - (k) Supervise the operation of all City-owned public utilities and City-owned property.
 - (l) Perform such other duties as the council directs.
- (5) The city manager may not supervise or regulate:
 - (a) The council.
 - (b) The Municipal Judge in the Judge's judicial functions.
 - (c) Except as the council authorizes, appointive personnel of the City whom the city manager does not appoint.
- (6) Seats at Council Meetings. The manager and other officers designated by the council are entitled to sit with the council but have no vote on questions before it. The manager may take part in all council discussions.

CHARTER - CITY OF TOLEDO, OREGON
CHAPTER V POWERS AND DUTIES OF OFFICERS
excerpt from the Toledo Municipal Code

- (7) **Manager Pro Tem.** If the office of city manager becomes vacant, the council shall appoint a manager pro tem as soon as practical. If the city manager is temporarily absent from the City or temporarily disabled from acting as manager, the council may appoint a manager pro tem. The appointment and removal of a manager pro tem shall be made by the majority of all members of the council. A manager pro tem shall possess the powers and duties of city manager, except that the manager pro tem may appoint or remove personnel only with the approval of the majority of all members of the council.
- (8) **Interference in Administration and Elections.** A member of the council shall not directly or indirectly, by suggestion or otherwise, attempt to influence the manager in making an appointment or in removal of an officer or employee or in purchasing supplies; or attempt to exact a promise relative to an appointment from any candidate for manager; or discuss directly or indirectly with the manager for the matter of specific appointments to any city office or employment. A violation of this subsection forfeits the office of the offending member of the council, who may be removed by the council or a court of competent jurisdiction. The council may, however, in open session, discuss with or suggest to the manager anything pertinent to City affairs or the interests of the City. Further, a councilor may, at time, request and receive information to which a private citizen is entitled.

City Manager profile checklist

Must Have:

- Information about the Organization, including budget (\$ amount only), departments, FTE's, services provided, etc...
- Job Description/General roles and responsibilities
- Current salary range pertaining to the position
- 3 – 5 key challenges/opportunities facing the candidate/organization with 2 – 5 sentences describing each (Will be discussed during stakeholder meetings as well)
- List of benefits (i.e. medical, dental, retirement, vacation, holidays, etc.)

Would Like To Have:

- Any specific highlights of the community you would like the profile to focus on
- Any clear digital pictures – pictures of staff, surrounding area, etc...

Background requirements

- Education
- Experience
- Skills and performance standards



City of Toledo, Oregon

CITY MANAGER

\$90,000 - \$125,000

Plus Excellent Benefits

Apply by

October 27, 2019

(First Review, Open Until Filled)

PROTHMAN



TOLEDO, OREGON



The City of Toledo is located in Lincoln County, Oregon at the base of the Coast Range, seven miles inland from the Pacific Ocean. The city is framed by forested foothills and the

Yaquina River system, both of which have contributed greatly to the city's historic growth as a timber town and port city. US Highway 20 passes through the northern part of town, while Business Highway 20 connects with the historic downtown shopping district. The city covers nearly 2,000 acres and is home to 3,580 residents. Set back from the ocean, the community enjoys warmer and sunnier weather than many of the nearby coastal communities.

Toledo's downtown boasts many art galleries and studios and a unique collection of independent businesses and restaurants that make the city an interesting and unique place to visit. Local organizations also host several annual events including the Toledo Summer Festival which has a parade, logging show, carnival, dances, and a large fireworks display, Trick or Treating on Main Street, and a Christmas tree lighting celebration and holiday party each year.

Located near the Main Street's shopping and restaurants, Toledo's Public Library, Skate Park, Public indoor pool, City Park, and a hiking trail offer great family activities and recreation. The area also boasts a nine-hole Disc Golf course, and the Oregon Coast Aquarium, just 15 minutes west in the City of Newport.



THE CITY

Operating under a Council/Manager form of government, the Toledo City Council is comprised of a Mayor, elected to serve a two-year term and six Council Members, each elected to serve four-year terms. The City Council is the policy-making body of the City and serves as the link between the residents of Toledo and their municipal government. It is responsible for enacting and amending City laws, adopting the City's Budget, appointing citizen boards, committees and commissions and providing guidance and direction for actions which affect the quality of life in Toledo. The City of Toledo provides a full range of municipal services, including police and fire protection, general administrative services, finance, planning, a library, and public works on a 2019-2020 budget of \$17.9 million including a General Fund of \$4.8 million with 44.23 FTE's.

THE POSITION

The City Manager is appointed by the City Council, acts as the Chief Executive Officer, and is charged with overseeing the daily operation of the City. The City Manager advises the City Council on policies and implementing Council goals and directives.

Other responsibilities include:

- Attend all meetings of the council unless excused by the council or the mayor.
- Keep the council advised of the affairs and needs of the City.
- Make annual reports, or more frequently if requested by the council, about the affairs and departments of the City.
- Responsible for the enforcement of ordinances.
- See that all franchises, leases, contracts, permits and privileges granted by the City are observed.
- Appoint, discipline and remove personnel, except appointees of the mayor or council.
- Supervise and control the city manager's appointees in their service to the City.
- Organize and, as necessary, disband and reorganize the various city departments.
- Prepare the annual budget for transmittal to the council.
- Supervise all purchasing.
- Supervise the operation of all City-owned public utilities and City-owned property.

OPPORTUNITIES & CHALLENGES

1. The City of Toledo currently has a robust budget. However, with increasing costs and normal wear and tear on City facilities and infrastructure, the City Council can envision a future point in time when expenses could eventually outpace revenues. In addition to preparing the normal annual fiscal year budgets, the City Manager is expected to take a long-range view of the City's needs, and develop fiscal policies and plans that will ensure that the City will remain in a financially stable and able to meet the needs of the community well into the future.

2. The Public Works Director's position recently became vacant. To ensure that the position is filled with the most qualified and suitable candidate possible, the City Council and the Interim City Manager have decided to wait until the new City Manager is appointed before filling the position. One of the first major assignments will therefore be soliciting and reviewing applications for a new Public Works Director, and hiring the most qualified individual possible to serve in this critical position.

3. Earlier this year, the City Council approved a Mutual Agreement & Order (MAO) with the Department of Environmental Quality for the City's sewer system. Primary issues involve excessive inflow and infiltration (I&I) into the collection system, and various problems with the wastewater treatment and effluent discharge. The Order outlines improvements the City will make to the sewer system over the next few years and settles fines for violations over the last several years. One of the initial major assignments for the new City Manager will be to move forward with completing the preparation of a financing package to pay for the needed improvements, and take an active lead in implementing the plans to make sure that the needed improvements are made within the next two years.

4. As is typical in small cities and towns across the Nation, the City of Toledo is facing severe shortages in affordable workforce housing, including both rental and owner-occupied stock. Lincoln County is currently preparing a plan to address these housing needs, and it is expected that the new City Manager will follow up with preparing a workforce housing plan to meet the specific needs in Toledo, and move forward with implementing that plan to increase the availability of suitable and affordable housing to meet the needs of Toledo's current and future workforce.

5. The City of Toledo's Public Safety Building is in critical need of being upgraded and refurbished. The new City Manager will be expected to formulate a financing plan to secure the required funding, and to take the lead in ensuring that the needed improvements are made to those facilities.

6. The City of Toledo is in the initial planning stages for the potential development of a Biosolids Incineration Facility, which is envisioned to serve not only Toledo itself, but also function as a regional center that will help address the biosolids disposal needs of surrounding communities and treatment plants. The new City Manager will be expected to work with the Mayor and City Council to complete the feasibility analysis, seek out potential financing resources, and move the project forward if it proves to be a viable undertaking.

IDEAL CANDIDATE

Education and Experience:

A bachelor's degree from an accredited college or university in public or business administration or a related field is highly preferred. While not required, it is preferred that candidates have at least five (5) years of experience as a City Manager or Administrator. It is preferred but not required that the new City Manager will live within the City of Toledo or its Urban Growth Boundary.

Preferred Knowledge, Skills and Abilities:

- Ability to communicate clearly and effectively with the Mayor, City Councilors, City staff, and public.
- Willingness to keep the Mayor and City Councilors continuously informed, advised, and updated in writing and verbally regarding the City's financial condition and the current status of all ongoing and proposed plans, projects, and activities of all sizes, large or small. Must be respond quickly to requests from the Mayor and City Councilors for information and details on various issues and projects.





- Ability to provide firm and effective guidance to the City Council, and be very clear regarding specifically what the City Manager is recommending on all items that come before the Council.
- Must be a strong leader who can clearly communicate with City employees, and provide effective direction and inspiration to those employees as necessary to successfully implement the decisions and policy directions of the Mayor and City Council.
- Ability to prepare and administer the annual City Budget in accordance with Oregon's local budget laws. Must maintain familiarity with the various details in the City Budget, and always consider and plan for the long-term budgetary needs of the various City Departments.
- Although a wide variety of major retail services and shopping opportunities are readily available in nearby larger metropolitan areas, Toledo itself is a small, close knit community. The City Council is therefore seeking a City Manager who is a "small town" person who is prefers to live, work, and play in a small town, and will be able to integrate into the fabric of the community.
- The City Manager must help instill and maintain public "trust" in its local municipal government, and represent the City well before its citizens, community organizations, and a wide variety of other City, County, State, and Federal agencies.

- Knowledge of labor relations, and experience negotiating collective bargaining agreements.
- Experience in preparing applications and securing grants and loans, issuing municipal bonds, and utilizing other financing mechanisms and resources necessary to accomplish a wide variety of needed projects and infrastructure improvements.
- The City of Toledo owns and operates water and sanitary sewer utility systems. The City Manager must therefore have a thorough understanding of water and sewer utility distribution and collection systems, treatment plant operations, and utility rate structures.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities.

COMPENSATION & BENEFITS

- **\$90,000 - \$125,000 DOQ**
- Employer paid 100% premium for medical, dental and vision plan
- The City paid employer and employee contribution to Oregon PERS
- The City paid premium on group term life insurance policy
- Cell phone and Personal Vehicle allowance
- Ten paid holidays plus one personal holiday
- Vacation Leave accrued at eight (8) hours per month for the first four (4) years of service
- Sick Leave accrued at eight (8) hours per month
- Management leave accrued at 3 1/3 hours a month

Please visit:
www.cityoftoledo.org

The City of Toledo is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 27, 2019** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com**, click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website.



www.prothman.com

371 NE Gilman Blvd., Suite 310
Issaquah, WA 98027
206.368.0050

Lisa Figueroa

Subject: FW: INQUIRY/ACTION: Seeking information in regards to services

From: MARPLE Stacey L [mailto:SMARPLE@lcog.org]
Sent: Wednesday, April 12, 2023 10:13 AM
To: Lisa Figueroa <administration@cityoftoledo.org>
Cc: COBBS Kim J <KCOBBS@lcog.org>
Subject: RE: INQUIRY/ACTION: Seeking information in regards to services

Good morning, Lisa,
It is a pleasure to 'meet' you.
Sounds like you are going through a lot of transition. Hopefully we may be able to help!

We do offer Executive Recruitment services, here is the rundown:

Executive Recruitment Full Package

- Determine Project Parameters (with council or other hiring authority)
- Position Description Review, Recommendations
- Screening Tool Review, Recommendations (Application materials, interview questions, etc...)
- Job Sourcing (Job Posting Development & External Advertising Execution)
- Job Board Hosting (LCOG/LGPS Website)
- Application Tracking and Screening
- Interview Screening Round 1, Conduct Interviews & Make Recommendations
- Interview Screening Round 2, Logistical Coordination (Schedule finalists with hiring authority)
- Reference Checking
- Background Checks
- Prepare Offer Letter
- Do Not Exceed: We would have to visit with you and determine the full project parameters before providing a definitive do-not-exceed. What I can tell you is that recent Executive Recruitments for similar positions have cost the entity around \$8500-\$11,500 depending on level of participation.
- We have not offered recruitment services outside of the executive level (Fiscal Director and above), but it is certainly something we could visit about.

Interim Fiscal Manager

As a side note, we also offer interim appointments for various roles. I have a staff member who serves in various Fiscal Management roles and another who serves in City Manager interim roles. They generally only work on a part-time basis and support entities, on average, 1 day/week in person and remotely the rest of the time. I would have to visit with them about their current capacity, but certainly something to keep in mind if you continue to have challenges recruiting for your other positions.

Process (for either option):

1. LGPS and Entity finalize project scope
2. LGPS prepares estimate or project proposal
3. Upon approval, LGPS creates an IGA (intergovernmental agreement) and routes for approvals

4. LGPS and Entity begin project
5. LGPS invoices entity quarterly

Our Membership & Fee Schedule

[Membership Information | Lane Council of Governments Oregon \(lcog.org\)](#)

If you would like to visit over TEAMS or Zoom, let me know!

Sincerely,

Stacey Marple

Program Manager | LGPS



LOCAL GOVERNMENT
PERSONNEL SERVICES

2022-2023 LGPS Fee Schedule

Rates are per hour unless otherwise noted

	LGPS Member	Non-Member
Arbitration / Hearing Representation	\$200	\$235
Labor Relations Consulting	\$200	\$235
Human Resources / Fiscal Consulting	\$147	\$179
Investigations / Background Checks	\$147	\$179
Clerical	\$86	\$90
Mileage	IRS rate	IRS rate
Meals / Lodging / Parking	GSA Per Diem	GSA Per Diem
LGPS Website Job Posting (flat rate)		\$50
Printing <i>Per page, for projects over 50 pages.</i>	20¢	20¢

Hourly consulting rates are in addition to any clerical, copying, mileage, meals, & other reimbursable charges.

Your Resource for Labor Relations and HR Assistance

Lisa Figueroa

Subject: FW: Meeting Followup

From: Ryan Schulze [mailto:rschulze@ocwcog.org]
Sent: Friday, April 14, 2023 2:09 PM
To: Lisa Figueroa <administration@cityoftoledo.org>
Subject: FW: Meeting Followup

This is really rough but should give some idea of what it might cost for us to do the recruitment

		Hours	Rate	Total
Job Analysis	Develop Desired Attributes	2	101	202
	Create Screening Questions	3	101	303
Panel Training		2	101	202
Brochure	Development	1	101	101
	Distribution Time	1.5	71	106.5
Recruitment	Post to desired sites	2	71	142
Management	Maintain and monitor	6	71	426
Applicant Screening		8	71	568
Interview Coordinaiton	per round	10	71	710
Interview Participation	per round	4	101	404
reference check	each candidate	0.5	101	50.5
Other Costs	Mileage	168	0.585	98.28
	Cost of Posting w/ Associations	1000	1	1000
				0
Total				4313.28

Example of mileage. Actual mi
Example of cost to post to vari
vary

STATEMENT OF QUALIFICATIONS

Ruth S. Mattox
Fingerhold Consulting LLC

SUBMITTED TO THE CITY OF TOLEDO, OREGON
April 10, 2023

Overview

Fingerhold Consulting is led by Ruth S Mattox, Founder and Lead Consultant.

Ruth is an experienced human resources professional who has spent nearly 25 years developing her skills and expertise across the full spectrum of HR services. For the last 9 years, Ruth has specialized in providing HR services and advice exclusively to Oregon public sector clients.

Well respected and well known for consistently delivering expert project work and exceptional customer service, Ruth is committed to providing her clients with the data, information, and advice they need to make the best decisions for their employees, organizations, and communities.

Contact Ruth to discuss working together to meet your organization’s needs.

Ruth Mattox
Founder & Lead Consultant
Fingerhold Consulting LLC
PO Box 1111
Silverton OR 97381

Voice/Text: 971-343-1724
Email:
ruth@fingerholdconsulting.com

Consulting Services

- Job analysis/job description development
- Compensation surveys
- Wage and Hour Assistance – FLSA analyses
- Organizational structure review and design
- Performance measurement system development
- HR/employee policy review
- Recruitment assistance
- General HR consulting
- Other HR related services – please inquire

Fee Schedule

Human Resources Consulting/Project Work.....	\$125/hour
Travel Time	\$55/hour
Printing / Copying	\$0.35 per page
Meals / Lodging / Parking	Actual Costs



Recruitment- Selection Project(s)

City of Toledo, Oregon request for City Manager Recruitment Services:

Thank you for reaching out!

Hiring can be extremely challenging and outlined below are some areas in which HR Answers can assist you with recruiting and selecting the next City Manager for the City of Toledo, Oregon.

Additionally, the below “recruitment functions” can be selectively chosen to augment the current processes and procedures you have in place today for recruiting. For instance, if your organization chose to have help with initial screenings ONLY for all postings, we could establish an agreement for this and set up a mechanism to manage this and bill the organization for that specific function. The cost of these services is based upon your Government rate which includes a discount. The hourly rate is \$200/hr. for Senior Consultant support.

Please see below for various functions related to the recruiting/selection process:

- Development of a job description and salary range, which is then reviewed and discussed with hiring manager/City Council prior to advertising. (2 hours)
- Development of interview questions and processes to be used by the organization. (5 hours)
- Initial screening of resumes. (30 minutes per resume)
- Coordination and telephone screening of qualified candidates and recommend top finalists. (1 hour administrative and 1 hour per call)
- Coordination and participation organization interviews and summary notes from debrief with the interview team. (4 hours per interview)
- Coordination and participation organization final interviews, which may include coordination of an assessment center interview with City Council and Management Team. Summary notes from debrief with the interview team. (8 hours per interview)

In addition to these services both background checks and reference checks can also be estimated. The background/reference check services are at the administrative rate of \$90/hr. However, these estimates cannot be completed until a finalist is chosen and more specific information about what will be reviewed is determined.

We estimate a total of 30-40 hours to support a successful recruitment process for the City Manager, with an estimated cost of \$8,000. If further time is needed, we would inform the City prior to extending the services and cost associated.

While HRA cannot guarantee we will identify a suitable finalist for the position, we will facilitate recruitment and keep the process moving forward in a timely manner.

We can support all, or partial sections to the above services and estimated time/costs to support your process yet observe costs.

We would recommend you establish online job recruitment accounts that work well for your organization, such as Indeed.com, LinkedIn, LOC, ICMA, etc. If you desire to have HR Answers to receive and review the applications, you can enter all submissions to come to HR Answers: Recruitment.com. These will come in for our review.

Thank you for the opportunity to support you during this challenging time of hiring! We look forward to assisting you as you determine your needs.

Regards,

Anna Lee

Anna Lee, Senior Consultant SHRM-SCP & IPMA-SCP

HR Answers, Inc.

alee@hranswers.com

503 885-9815 ext. 222



City Manager Recruitment Proposal

Prepared for:

City of Toledo

April 2023

By:



April 14, 2023

Lisa Figueroa
Executive Assistant/City Recorder
City of Toledo
206 N. Main Street
Toledo, OR 97391

Dear Ms. Figueroa,

Thank you for the opportunity to submit a proposal to conduct a recruitment for the City of Toledo.

There are several factors that set Jensen Strategies apart from other recruitment firms:

1. We are the only private firm based in Oregon that specializes in Oregon executive recruitments for city and county local governments.
2. Key members of our recruitment team are former public administrators and bring a first hand understanding to the positions we are recruiting.
3. We know Oregon recruitment, public meetings, and public records law to help our clients avoid unnecessary hiring process liabilities.
4. Our firm works regularly with Oregon jurisdictions on other types of projects such as facilitation, collaborative decision-making, strategic planning, organizational development, mediation, and policy analysis. Through this work, we stay current on issues facing Oregon local governments and understand their challenges.
5. Our firm works with cities across the state so we are well connected to identify and vet potential candidates that may be the best fit for our recruitment clients.
6. We treat our candidates with dignity and respect throughout our recruitment processes.
7. Jensen Strategies is a Oregon-certified Emerging Small Business (ESB) # 9880.

We appreciate the opportunity to submit our proposal to assist the City of Toledo with this recruitment. It will be our pleasure to partner with the City on this important search.

We certify our firm is able to perform all work as outlined in this scope of work. The terms of our proposal are valid for 90 days. Please do not hesitate to contact me with any questions or requests for additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read 'EJ', followed by a long horizontal line.

Erik Jensen
Principal
Jensen Strategies, LLC
1750 S. Harbor Way, Suite 350
Portland, OR 97201
(503) 477-8312
erik@jensenstrategies.com

Project Scope

Overview: Our objective is to help you select the best candidate to serve as the City of Toledo's next City Manager. Our recruitments are structured to attract a wide range of qualified applicants, who we vet using our administrative experience and our knowledge of your city's needs to present you with the best possible candidates for the position. We commit to working in close partnership with the City of Toledo (City), following a process designed to make the best use of your time and resources.

The following scope of work is designed to follow these parameters. The final scope will be revised, if needed, to meet the specific needs of the City.

Phase 1: Start-up / Candidate Profile Development

- 1.1 Start-up meeting:** We will begin the recruitment by meeting via Zoom with the current City Manager and/or other designated City representatives to refine the project scope. The proposed process and timeline will be amended as necessary, respecting any scheduling considerations or special requests. This initial phase will also include collaboration to define the geographic and professional breadth of the recruitment, and identify the key stakeholders who will help inform the candidate profile development.

Deliverables: Zoom meeting with designated City staff, final project scope and timeline, geographic and professional refinement, and determination of key stakeholders.

- 1.2 Stakeholder Interviews:** Our team will conduct Zoom interviews with the Mayor, City Council, City executive management, and City Recorder to gather background information on major issues facing the City and initial perspectives on what the City is looking for in its next City Manager. In our experience, the individual interviews provide highly valuable qualitative information that can help us find the best candidates for your City's needs.

Deliberables: Up to 14 stakeholder interviews.

- 1.3 Background Research:** We will familiarize ourselves with any key documents (plans, financial information, etc.) as well as the culture and values of both the organization and the community.

Deliverables: Jensen Strategies' understanding of Toledo.

- 1.4 Stakeholder Meetings and Surveys:** To gather information on the desired attributes for Toledo's next City Manager, we will facilitate one external stakeholder Zoom or in person meeting open to the public. We will also conduct two online surveys, one for the community and one for City staff input. Our team will seek an open and dynamic exchange of ideas to capture the full range of attributes Toledo would like to see in its next City Manager. We also have the ability to provide Spanish written and verbal translation services for these surveys and meetings. City staff will be responsible for promoting the community input meeting and staff survey.

Deliverables: One Zoom or in person public meeting and two online surveys for community and City staff input.

- 1.5 Initial Candidate Profile Draft:** Drawing upon the input gathered from our interviews, stakeholder meeting(s) and surveys, we will develop a draft candidate profile containing the knowledge, skills, abilities, education, and work experience desired for the position, as well as more intangible traits such as management approach and personality. Also, based on our research and information gathered, we will also prepare policy priorities and hiring procedures consistent with the requirements of ORS 192.660.

Deliverables: Candidate profile initial draft.

- 1.6 Draft Finalization:** We will discuss our draft candidate profile with the current City Manager and management staff, as desired, to validate and finalize the draft in advance of meeting with the City Council. These discussions will take place over conference calls and/or Zoom meetings.

Deliverables: Conference calls and/or Zoom meetings as necessary to finalize the candidate profile draft. Final draft of candidate profile.

- 1.7 Review and Adoption of Candidate Profile and Hiring Process:** We will attend a City Council work session by Zoom to present the draft profile including a discussion of any changes/alterations. Following the work session, we will make any changes desired by the Council, and will submit the final profile and hiring process for formal Council approval.

Deliverables: Participation in one City Council work session. Preparation of official candidate profile and hiring process for Council adoption.

Phase 2: Position Advertisement

- 2.1 Recruitment Brochure Development:** Upon City Council formal adoption of the hiring process and candidate profile, consistent with the requirements of ORS 192.660, our team will develop a professional, comprehensive recruitment brochure designed to attract the highest quality applicants. Organization-specific information will be incorporated into the brochure, including an overview of department functions/services, staff size, budgetary information, and current challenges and policy priorities. Community information will be added, including a description of the environment with quality of life details, economic highlights such as important industries and major employers, and a listing of public agencies with overlapping jurisdiction. The brochure will conclude with position compensation information, including salary and benefits package, as well as information on how to apply for the position and the recruitment timeline.

Deliverables: Development of one recruitment brochure in PDF format.

- 2.2 Position Advertisement:** We will execute a comprehensive position advertisement process designed to attract a variety of qualified and well-suited candidates. Our approach will be multi-faceted, and will include advertising the position on high-profile managerial and specialization-specific websites, within professional publications and periodicals, with venues that reach out to diverse candidate populations, and in other forums as appropriate. We will also directly contact qualified managers within our extensive professional network to inform them of the opening.

Deliverables: Multi-faceted advertisement approach. Proactive contact of qualified planning professionals.

Phase 3: Candidate Screening

We will carefully vet all submitted applications, conduct in-depth interview processes, and provide the City with all the information necessary to make the best choice for finalists and the successful candidate. We will also maintain written contact with candidates to keep them updated on the recruitment process.

- 3.1 Initial Application Screening:** Candidates will provide a resume, a cover letter, and a Jensen Strategies supplementary application form. Our team of former public administrators will review applications against the adopted City Manager profile, remove all non-responsive applications, and determine which candidates best fit the City's needs.

Deliverables: Initial application screening.

- 3.2 Semi-Finalist Zoom Interviews:** We will conduct preliminary Zoom interviews with the candidates who best fit the candidate profile, as well as all veterans who meet the position's minimum qualifications (as required by Oregon law). In preparation for the interviews, we will conduct an internet search regarding each candidate, to identify any high profile work-related media.

Deliverables: Preliminary Zoom interviews and internet research for up to 10 candidates.

- 3.3 Recommendation of Finalists:** We will attend an executive session of the City Council in-person to present the results of our initial review process and recommendations of up to four finalists. For transparency purposes, we will provide briefing notebooks with information on all the candidates we interviewed. During the session we will answer Council questions and assist in facilitating a discussion to help them reach consensus on up to four finalists. Subsequently, the Council will announce the finalists in a regular business meeting after we notify the selected finalists and receive permission for public disclosure of their candidacy.

Deliverables: Recommendation of up to four finalist candidates with supporting information on all candidates interviewed by Zoom. Attendance, presentation, and facilitation at a City Council executive session. Council consensus on up to four finalists.

- 3.4 Background Checks on Finalists:** We will work with our partner, Legal Locator Service (www.legallocatorservice.com), to perform comprehensive background checks on all finalists. Background checks will include at a minimum:

- County criminal searches
- State criminal searches
- Federal criminal searches
- National criminal database searches
- Sex offender searches
- Motor vehicle searches
- Education/degree verification
- Employment verification
- Credit checks
- Civil litigation

Deliverables: Identification of any concerning issues found during background checks of up to four candidates.

- 3.5 Reference Checks on Finalists:** We will take the necessary time to vet the candidates with the references they provide, as well as other knowledgeable contacts we may be aware of, asking incisive questions to gain a comprehensive understanding of their abilities as managers and potential fit for the City.

Deliverables: Reference check summaries for up to four finalists.

- 3.6 Finalist Receptions:** Prior to the final interviews, two receptions will be held to provide opportunities to interact with the finalists, ask them questions, and form general impressions of the candidates. The first reception will be open to the City staff, and the second reception will be open to members of the public. At both receptions, attendees will be provided an opportunity to provide feedback concerning their impressions of the finalists, to inform the Council's final selection process. As noted before, we have the resources to provide Spanish translation for the meetings and feedback surveys. The City will be responsible for promoting both receptions.

Deliverables: Coordination, development, and implementation of two finalist receptions. Feedback survey for participants.

- 3.7 Finalist Interviews:** Finalists will be interviewed in-person by three panels consisting of (1) the City Council, (2) a panel of local government administrators from other jurisdictions, and (3) a panel of key community members. An optional department manager panel may also be included if desired. Panelists will receive an informational packet containing interview guidelines, questions, and comprehensive information on each finalist. After panel interviews have been completed, we will summarize the findings and recommendations to be shared during Council deliberations and selection.

Deliverables: Coordinating, orienting, and providing briefing materials for the finalist panels. Moderate panel interviews. Written summaries of the feedback and observations from panel interviews and receptions if relevant.

- 3.8 Council Deliberations and Selection:** The Council will convene in executive session. At the session, we will provide summary material on all input received during the finalist interview process, references, and background checks. We will facilitate the Council's discussion in identifying their selected candidate.

Deliverables: Attendance, presentation, and facilitation at City Council executive session to reach consensus on a selected candidate.

Phase 4: Contract Negotiations

- 4.1** As requested by the City, we will assist in the contract negotiations with the selected candidate. We recommend the City Attorney lead the negotiations.

Deliverables: Assistance provided to the City in contract negotiations, not to exceed four hours.

ADJUSTMENTS TO RECRUITMENT PROCESS

Jensen Strategies is dedicated to providing a recruitment process that meets the City's expectations and produces an outcome that generates wide support. We commit to working closely with the City and are more than willing to adjust our process as needed to meet the specific needs of Toledo.

Professional Liability Insurance

Jensen Strategies carries a professional liability insurance policy through The Hanover Insurance Group in the amount of \$2 million.

Guarantee

Jensen Strategies stands by our work. If the candidate selected by the City resigns or is terminated for cause within **one year** of the hire date, we will conduct replacement recruitments for no additional professional fee. In this event, the City would only be responsible for paying the expenses as outlined above associated with the additional recruitment. This guarantee assumes that the selected candidate signs an employment agreement with the City prior to starting work.

Proposed Timeline

The following schedule is only a sample time frame. The consultant will work with the City to develop a schedule that meets its needs.

Date	Actions
Week 1	Start-up meeting with City to finalize scope and timeline
Weeks 2 and 3	Stakeholder interviews Virtual public input meeting Staff online survey
Week 4	Initial candidate profile draft and finalization
Week 5	City Council work session re: draft candidate profile and hiring process
Week 6	Council official adoption of candidate profile/hiring process
Week 7	Recruitment brochure development
Weeks 8 - 11	Position advertisement
Week 12	Initial application screening
Week 13	Preliminary Zoom interviews
Week 14	Recommendation and selection of finalists
Weeks 15 - 17	Background/reference checks on finalists
Week 18	Finalist receptions, interviews, and selection

Project Budget

Professional Fee: Jensen Strategies' fees includes all staff time, meetings and communication with the City, preparation of documents and advertisements, candidate profile development, application screening, communications with candidates, interviews, reference checks, candidate travel coordination, preparation/facilitation/moderation of stakeholder meetings and interview panels, and other tasks related to the recruitment. Travel time will be billed at half of the team member's fee. Our professional fees for the approach offered is:

Professional Fees: \$26,500

Direct Expenses: Expenses are the responsibility of the City. Whenever possible, we will wait for your approval before incurring expenses. Though we tailor each recruitment to our clients' individual needs, expense items typically include:

- Fees for advertising the position online and in publications (typically less than \$2,500)
- Background checks for finalists (typically less than \$1,000 for up to four finalists)
- Document printing and binders (typically less than \$300)
- Graphic art design (typically less than \$1,000)
- Consultant travel expenses (mileage charged at current IRS mileage rate, lodging at no more than \$200/night/person, \$60 daily per diem per person)
- Optional contractual services to support department head interview panel (\$750)

Estimated direct expenses for this recruitment are \$6,000 plus any out of state candidate travel and lodging expenses if relevant.

Jensen Strategies will submit invoices to the City on a monthly basis for services rendered, with payment due in 30 days.

Recruitment Experience

Jensen Strategies has conducted, or is currently conducting, national recruitments for the following clients and positions.

City of Ashland, OR	City Attorney (currently recruiting) Deputy Public Works Director (currently recruiting)
City of Astoria, OR	City Planner (2022)
City of Cannon Beach, OR	City Manager (2017) Community Development Manager (2018) Emergency Manager (2018)
City of Carlton, OR	City Manager (2021)
City of Cornelius, OR	City Manager (2022)
City of Estacada, OR	City Manager (2022)
City of Fairview, OR	City Manager (2022)
City of Hood River, OR	City Manager (2021) Building Official (2018) Finance Director (2023)
City of North Bend, OR	City Administrator (2020)
City of Scappoose, OR	City Manager (2021) Finance Administrator (2022) Police Chief (2022)
City of Seaside, OR	City Manager (2022)
City of Sheridan, OR	City Manager (2021)
City of Sisters, OR	City Manager (2017) City Manager (2023)
City of Stayton, OR	City Manager (2022)
City of Warrenton, OR	City Manager (2022) Public Works Director (2023)
Port of Hood River, OR	Finance Director (2022)
Washington County, OR	Chief Human Resources Officer (2020) Benefits and Leave Manager (2020) Employee and Labor Relations Manager (2021)

Team Profiles

Erik Jensen, Principal

Erik Jensen is the Principal and Founder of Jensen Strategies, LLC. He established the firm in 2012 after serving over 20 years as a public administrator, project manager, and public affairs consultant in Oregon and Washington. Erik has led numerous processes helping Northwest organizations navigate future policy and operational planning as well as recruiting upper-level public managers.



Erik has assisted local governments and public policy organizations to set strategic courses of action for current and future decision-making. As a seasoned facilitator, strategic planner, recruiter, and organizational and public policy development expert, he has led significant initiatives for numerous entities including cities, counties, and professional organizations. These projects have included upper-level recruitments, city council retreats, strategic planning processes, community vision action planning, organizational assessments, committee facilitation, and public policy feasibility studies.

As an experienced facilitator and trained mediator, Erik has helped clients build partnerships and reach consensus among diverse interests. Erik believes the best policy and organizational development initiatives are objective, inclusive, well informed, and lead to tangible outcomes. He emphasizes the importance of balancing community and organizational interests, involving key stakeholders, and ensuring the process is well informed to build sustainable results.

Before forming Jensen Strategies, Erik was the Administration Department Director for the City of Hillsboro overseeing several organization-wide functions including city-wide projects (e.g., visioning, strategic planning, sustainability), legislative relations, community and media relations, and franchise management. Earlier, as a project manager for the same department, he led external and internal policy initiatives such as development and implementation of the international award-winning Hillsboro 2020 Vision. He led the process to develop the City's first operational strategic plan. Prior to the City of Hillsboro, Erik was a public affairs consultant with another firm where he facilitated public engagement processes for large, high-profile projects such as Portland CSO Program, and Oregon Arena Project. He has also held staff positions at the Oregon Legislature and political campaigns.

Erik has a Bachelor of Arts degree in Political Science from Lewis and Clark College and a Master of Public Administration degree from the University of Washington. He is a member of the International City/County Management Association (ICMA), Oregon City/County Management Association (OCCMA), and the Society for Human Resource Management (SHRM). Erik currently serves on the Board of Alumni for Lewis and Clark College.

Amelia Wallace, Associate

Amelia Wallace, Associate, has been with Jensen Strategies since the Fall of 2020 providing recruitment support, facilitation, policy analysis, and product development for clients. She earned her Master of Public Administration (MPA) from the University of Washington Evans School of Public Policy & Governance in Seattle with a concentration on public financial management, local government service, and policy analysis.



Amelia is from the Tennessee Valley and earned her bachelor's in Politics with Honors from Oberlin College in Ohio. She started her career with three cycles of campaign organizing for local and statewide elections. While happily retired from campaigns, her experience organizing and training maintains her passion for civic engagement and community development. She also served as an AmeriCorps member building partnerships and running youth biking safety and Safe Routes to School programs.

While in Seattle, Amelia immersed herself in a variety of professional and academic activities. In her work, she served as the graduate intern for the City of Seattle Department of Transportation Curbside Management team providing parking policy research, supporting COVID-19 business relief efforts, and coordinating neighborhood engagement and communication about new Link light rail stations. In her final consulting project for her degree, she worked with the Seattle Office of Civil Rights to develop qualitative analysis data as part of the City's Race and Social Justice Initiative. Outside of class, she led the local University of Washington International City/County Management Association (ICMA) student chapter which offers an assortment of professional development events and networking opportunities including conferences and paid fellowship opportunities to support students' work with small cities across Washington state.

Emily Rehder, Operations Manager

Emily Rehder is the Operations Manager joining the team in the spring of 2021. She manages office operations, directs project support, coordinates marketing efforts, leads graphic design work, and oversees the firm's online presence including the website and social media.

Emily is responsible for candidate management during our recruitment process. Her attention to detail and understanding of timeliness to the customer and candidates is remarkable. She works with our associates in following through with scheduling interviews, arranging candidate travel, managing candidate application packets, and assembly of candidate information to give to the client.

Emily's experience as a manager stems from running a successful supplemental education center for 11 years. Emily holds a Bachelor's degree in American Studies with an emphasis on Minorities in Education from UC Berkeley.

Originating from Garden Grove, CA, Emily moved to Oregon over a decade ago and enjoys the seasons and the beauty that the Pacific Northwest offers. She enjoys spending time with her family and dog, Lucy, traveling, reading, hiking, swimming, and wine tasting at all the amazing Oregon wineries.



Ellen Conley, Consultant

Ellen Conley provides specialized project support as part of the Jensen Strategies team particularly in the areas of executive manager recruitments, public finance, human resources, and policy analysis. She began working with the firm in 2014 and assists clients with recruiting public executives and conducting high level financial and policy analysis. She also advises clients on human resource issues and processes.



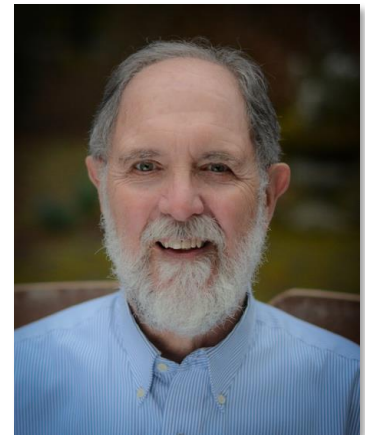
Ellen is the former Assistant City Manager for the City of Hillsboro where she oversaw multiple departments including Finance, Human Resources, Information Services, Parks & Recreation, and Library. Prior to Hillsboro, she was a Deputy County Administrator for Washington County with administrative responsibilities for the Departments of Land Use & Transportation, and Assessment & Taxation. In addition, she was charged with the development of the County's annual \$500 million budget. She has also held the positions of Assistant Finance Director and Administrative Analyst in other local government jurisdictions. Ellen has a Bachelor of Business Administration from Oregon State University and Master of Public Administration from Lewis and Clark College.

When Ellen isn't working, she enjoys the serenity of the outdoors around her rural Montana home. She spends her leisure time hiking, horseback riding, and rafting with her husband Doug and their two dogs.

Dave Waffle, Consultant

Dave Waffle is a retired City Manager with more than 45 years of municipal management experience.

His most recent positions include Interim Assistant City Manager and Assistant Finance Director for the City of Beaverton, Oregon. Prior to joining Beaverton, Dave served as city manager for six Oregon and Wisconsin cities. In retirement, he serves as a volunteer Senior Advisor to the Oregon City/County Management Association (OCCMA), providing support for local government managers and administrators.



He is known for his collaborative approach to intergovernmental relations, community development activities, community engagement best-practices, government ethics and public finance knowledge. He led many regional committees (e.g., solid waste, libraries & broadband services), several statewide advisory committees (e.g., finance, small cell telecommunications) and local government professional organizations in Wisconsin and Oregon. Locally, Dave was in leadership positions for Oregon's Tualatin River basin with the Tualatin River Watershed Council, Clean Water Advisory Commission and the Tualatin Riverkeepers. While City Manager, he helped the City of Cornelius, Oregon gain the Health and Community Services Award from the International City/County Management Association (ICMA) in 2010 for a community engagement project expanding recreation and health services for families who have disabled children. He now serves Cornelius as the chair of their Planning Commission.

He holds a master's degree in Public Affairs from the University of Oregon and a bachelor's degree from Michigan State University. He is a Life Member of ICMA and OCCMA.

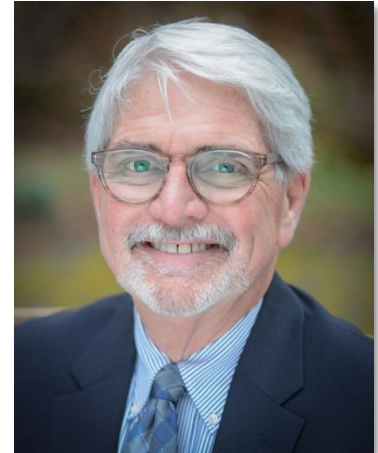
Bill Peterson, Consultant

Bill Peterson has nearly 40 years of public sector municipal management and five years as a financial officer in the construction industry. He provides the Jensen Strategies team support in the fields of public finance, public executive recruitment, project management, policy analysis, and utility management.

Bill began managing cities in 1974, initially as an assistant to a Mayor in Riverton Wyoming, where he was soon named the City Administrator. Bill then went on to Hermiston, OR, Grants Pass, OR, and Wood Village, OR, as City Manager. He also served for five years as the chief administrative and financial officer for a construction company in Grants Pass, OR, between city management jobs. He has specific experiences managing public and private financing, urban renewal, solid waste, and utility districts, as well as a range of policy and administrative skills acquired in managing full service municipal governments.

Bill holds a Bachelor's degree in Political Science from the University of Wyoming and has completed extensive post graduate work in Public Administration.

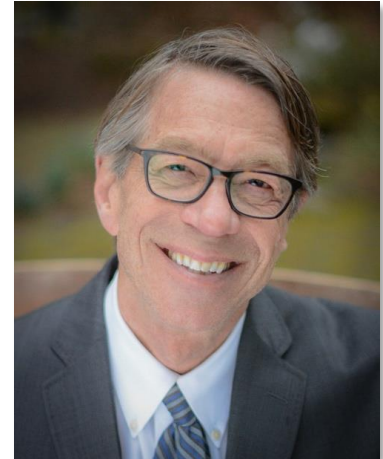
Bill is an avid woodworker, backpacker, fly fisher, along with a dedication to his wife and partner Lari. Three grown children and their partners, and eight grandchildren. Bill and Lari also love to travel, with an affinity for cruises.



Michael McElwee, Consultant

Michael McElwee contributes to the Jensen Strategies team, with particular emphasis in the areas of strategic planning, capital asset management, area revitalization, real estate development, urban renewal, policy development and management recruitment.

Michael currently serves part-time as Executive Director for the Hood River County Education Foundation, a 501(c)3 that provides funding for college scholarships, teacher grants and efforts to improve student access to extra-curricular activities. Michael retired in 2022 after serving for 16 years as Executive Director for the Port of Hood River where he managed a diverse portfolio that included the Hood River Interstate Toll Bridge, Ken Jernstedt Airfield, high-use recreational facilities and several office and light industrial parks. A particular focus of the Port's economic development efforts during his tenure was the revitalization of the Hood River Waterfront. Michael formerly served for 14 years as Development Manager for the Portland Development Commission, the city's urban renewal agency. In that position, he led numerous planning, capital construction and neighborhood revitalization efforts on Portland's east side. Michael holds a Bachelor of Landscape Architecture degree from the University of Oregon and a Certificate of Special Studies in Administration & Management from Harvard University.



In his spare time, Michael enjoys recreational pursuits throughout the Columbia River Gorge including backpacking, skiing and trail running. He is also active as a backyard beekeeper and serves as a volunteer in several capacities for the Hood River County School District.

Dr. Stacy Thompson, Consultant

Dr. Stacy Thompson, Founder and CEO of Strategic Transitions Consulting, has more than 25 years of experience in higher education. As an educator, she has dedicated her life's work to supporting education as a practice of freedom with a focus on addressing issues of disenfranchisement and exclusion. She supports student success in instruction and services by creating innovative programs and strategically aligning resources.



Stacy started her career in higher education as Early Childhood Development in 1993. She began as a tenured faculty member in Child Development in 1999 at Merritt College in Oakland, CA. After 15 years in the classroom, she became the Dean of Academic Pathways and Student Success at Merritt College and served in that position for over six years. Dr. Thompson also served as the Vice President of Academic Services at Chabot College in Hayward, CA providing overall vision, leadership, planning, and direction for the instructional programs.

As a consultant, Stacy specializes in supporting institutions with setting and reaching programmatic goals by facilitating the evaluation, creation or enhancement of internal delivery systems. She also provides professional growth opportunities to faculty, classified staff and administrators, in groups or individually, who wish to advance their careers.

Stacy holds a Doctorate of Education in Educational Leadership and a Master's Degree in Education and Early Childhood Education from Mills College in Oakland, CA. She also holds a Bachelor's Degree in Political Science from Lewis and Clark College in Portland, OR.

References

Jensen Strategies has the honor of being recommended by:

Jessica Engelke, Mayor

City of North Bend

835 California Avenue

North Bend, OR 97459

541-756-8500

jengelke@northbendcity.org

Steve Wright, Mayor

City of Seaside

989 Broadway

Seaside, OR 97138

503-984-5324

swright@cityofseaside.us

Henry Balensifer, Mayor

City of Warrenton

225 S Main Ave

Warrenton, OR 97146

971-606-0293

hbalsifer@ci.warrenton.or.us

Michael Preedin, Mayor

City of Sisters

520 East Cascade

Sisters, OR 97759

541-719-8848

mpreedin@ci.sisters.or.us

Sample Recruitment Brochures



CITY MANAGER

CITY OF SEASIDE, OREGON



CITY MANAGER

CITY OF SEASIDE, OREGON

\$126,000 to \$156,000 plus excellent benefits

POPULATION

7,115

BUDGET

\$33.4 MILLION

FTE POSITIONS

81

CITY DEPARTMENTS

[Business Office](#)

[Building](#)

[Finance](#)

[Fire & Rescue](#)

[Human Resources](#)

[Planning](#)

[Police](#)

[Public Library](#)

[Public Works](#)

[Cemetery](#)

[Engineering](#)

[Sewer](#)

[Streets & City Parks](#)

[Water](#)

[Seaside Municipal Airport](#)

[Seaside Civic &
Convention Center](#)

BENEFITS

Medical/Dental/Vision

Excellent Retirement Benefits

Life Insurance

COMMUNITY

Historic District & Promenade

Beaches

Water Recreation

Trails & Hiking

Community Pride

International Events



THE COMMUNITY

The City of Seaside (population 7,115), part of Clatsop County, sits at the mouth of the Necanicum River on Oregon's North Coast. Seaside is an iconic tourist destination, with Oregon's Coastal Highway 101 running through town, the community offers a stunning natural environment in addition to ample recreation, local attractions, and famous convention events and sport tournaments. From serving as the final destination of Hood to Coast, the largest running and walking relay in the world, to the attractions like the Seaside Aquarium and the shopping and restaurants of the Historic Gilbert District, Seaside has a variety of amenities and events to draw tourists locally and around the world. The City's scenic beauty, historic charm, and vibrant atmosphere is treasured by residents and tourists alike.

Incorporated in 1899, Seaside values its rich history of exploration, economic development, and tourism. The area has been home for Clatsop, Chinook, and other tribal communities and past archeological digs uncovered artifacts as old as two thousand years and comprise some of the artifacts on display in the Seaside Historical Society Museum. It is also located just 15 miles south of a Lewis and Clark Expedition base camp, leading to the "Salt Works" development, now the frequented Lewis and Clark Salt Cairn National Monument, which was established in the Seaside's Cove in 1806 to provide much needed salt for the expedition's food preservation. Today, Seaside's coastal charm and abundance of activities maintain its reputation as a thriving tourist destination.





THE COMMUNITY (CONT.)

Walkable streets, miles of coast, parks, beaches, the Historic Seaside Promenade, Necanicum Estuary, and the Sunset Empire Parks and Recreation District (including an indoor pool) provide ample opportunities for residents and tourists to recreate and enjoy the area's beautiful surroundings. The beaches and water recreation provide excellent fishing, clam digging, kayaking, and surfing opportunities. The recently renovated Seaside Civic and Convention Center supports internationally renowned events in addition to other popular attractions that happen annually in the City such as the

largest beach volleyball tournament in the world, hosting the Pacific Basketball League, and many others. The Funland Arcade and Seaside Carousel Mall continue to provide generations of visitors with fun and shopping in the city. Seaside's welcoming small community offers a sense of big city adventure with unequivocal coastal beauty.

THE ORGANIZATION

The City of Seaside employs a Council-Manager form of government with the legislative and policy-making body composed of a 6-member Council and the Mayor. Four Councilors are elected from each of the four Wards, one Councilor is elected at large from Wards One and Two, one Councilor is elected at large from Wards Three and Four, and the Mayor is elected from the City at large and has a vote on Council matters. The Council appoints the City Manager as well as City Attorney and Municipal Judge. The City Manager is the City government's administrative head and is responsible for all City business administration. City departments include Administration, Building, Finance, Fire & Rescue, Human Resources, Planning, Police, Public Library, Public Works, the Seaside Civic and Convention Center, and the Seaside Municipal Airport. The City employs 81 full-time equivalent employees, and its 2021-2022 budget is approximately \$33.4 million.

THE POSITION

Under the direction and supervision of the City Council, the City Manager serves as the chief administrative officer of the City government and is responsible for implementing the policies enacted by the Council. The City Manager assumes full leadership and accountability for all City operations, hiring of key personnel, provides leadership and expert guidance, spearheads long-term planning efforts,

and serves as a critical link between the policy-making and operational functions of the City.

THE IDEAL CANDIDATE

The ideal candidate possesses and has demonstrated the following attributes:

- **Strong leadership and management abilities** to provide clear direction, manage multiple departments, balance priority initiatives, and foster a professional and responsive organizational environment. Management experience to support staff development and organization policy updates for effective service is important. Value and practice collaboration, transparency, personal growth, and empathy. Supportive of staff as their primary representative with the City Council and community while promoting a culture of accountability, fairness, and high-quality work. Employ a management style that is highly organized, personable, communicative, inclusive, respectful, even-tempered, professional, and approachable is desired. Experience to manage human resources and union relations is essential.
- **Strong public finance skills** to continue the City's responsible fiscal management by anticipating, planning, and adequately funding services and financial needs as well as provide continuity of financial duties through staff transitions. Ability to utilize a broad spectrum of revenue approaches to strategically integrate financial

planning with the City's long-term goals. Experience in a tourism-based economy as well as skills to facilitate City accounting system upgrades and Oregon budget law requirements is important.

- **Strong communication skills** to effectively engage multiple City audiences including City Council, staff, local government officials, businesses, community groups, nonprofit organizations, residents, visitors, and tourists. Demonstrates a commitment to accessibility, transparency, and timely communication. A communication style that actively encourages and respects two-way dialogues and is responsive to community concerns. Skills to effectively communicate complex policy issues with all audiences and to help build consensus on civic issues. An ability to communicate orally and in writing with clarity, substance, and conciseness.
- **Ability to foster effective intergovernmental relations** to build and maintain collaborative working relationships and actively represent Seaside in the region. Ability to manage ongoing projects and build new or expanded relationships with peer local governments, the County, the State, and other agencies through cost effective agreements, collaboration, proactive communication, and accountability.
- **Relevant emergency planning experience** to support ongoing disaster, emergency, and public safety needs working in coordination with multiple agencies. Proactively addresses infrastructure improvements,

interagency planning, community training, and public notification system needs. Skills to effectively communicate information to the community and other audiences regarding tsunami, earthquake, and other emergency preparedness plans and resources is important.

- **A knowledge and experience with public infrastructure management, planning, maintenance, and funding** for bridges, streets, wastewater, and other improvement projects. Experience developing traffic management approaches in areas impacted by tourism and with elevated emergency risks is beneficial. Ability to engage community and intergovernmental interests to build project approaches, planning, and implementation will be important.
- **Ability to foster effective Council relations** through responsiveness, accessibility, and inclusivity. Proactively stays aware of City operations and informs the Council on issues important to them to facilitate informed, strategic decision-making processes. Ability to maintain and enhance an environment that promotes Council's ability to collaborate, set goals, and navigate challenging civic and other issues is beneficial.
- **Demonstrated experience in housing policy** approaches to support supply and affordability in a tourism-based economy. Expertise to appropriately manage housing developments, assess buildable land, and ability to engage the community in building shared visions of growth is helpful. Knowledge of Oregon land use law in





addition to rules related to wetlands, watersheds, and state managed forest lands, as well as experience to address issues related to houseless communities important.

- **Proactively inform and engage the community** in City activities and decisions that may impact them. Willingness to be accessible, open-minded, a listener, while committing to follow through on citizen inquiries and employing an even-handed approach to different views and interests. Maintain, strengthen, and expand the City's community involvement approaches to uphold the principles of transparency, inclusion, and public participation. Serve as a visible leader in the community and region.
- **Appreciation of the unique Seaside community attributes** that make it a friendly town with a strong sense of community. Embraces Seaside's distinctive environment and willing to integrate themselves into the City and community.
- **Thorough understanding of city government roles** including the Council-Manager form of government and the proper roles of bodies and individuals within such governments. Ability to help the City Council, staff, and advisory bodies operate effectively with each other and within their legally defined roles.

POLICY PRIORITIES

The City Manager will be expected to support, facilitate, and/or implement the following policy priorities for the City:

▪ **Emergency Preparedness & Public Safety**

Given its coastal location and proximity to the Cascadia Subduction Zone, Seaside is committed to enhancing emergency planning efforts. In addition, as a tourist destination, the impacts on the community increase public safety challenges and concerns and the City has undertaken significant efforts to address these needs. Preparation for natural disasters will require ongoing and long-term work to prioritize, plan, and finance needs. These needs include repair of four of seven critical bridges, street improvement to accommodate traffic flow if emergency exodus is needed to safe sites such as the recently constructed disaster prepared school building, establishment of safe pathways to evacuate, emergency shelter options, and others. Furthermore, the City's regular influx of up to 60,000 visitors/tourists contributes to local and regional public safety strains that the City Manager will need to help address. These include supplementing public safety funding, supporting negotiations for plans to consolidate regional 911 dispatch operations cost effectively while providing adequate coverage, and pursuing strategies to maintain appropriate levels of paid and volunteer firefighters.

▪ **Tourism Management**

Seaside, one of the oldest tourist destinations in the state, is host to a number of locally, nationally, and internationally renowned events that dramatically increase the City's population. The Seaside community regularly accommodates a substantial tourism influx, peaking during



the summer months, that generates additional public resource strains related to traffic, litter, and other public safety concerns such as illegal fireworks. As such, the City seeks a manager to effectively lead and leverage tourism related policies, financial revenue and cost implications, additional community public safety and emergency planning demands, while pursuing long term quality of life goals for the community. The City Manager will also be responsible for effective coordination and support of the Convention Center and Seaside Municipal Airport.

- Housing Supply**

Like many cities, Seaside has experienced a rise in housing supply issues including lack of affordable workforce housing and impacts from people without shelter that are generating community concern. As a destination community, there are a large number of second homes, remote workers, and vacation properties that the City Manager will need to help address through effective policy and other approaches to accommodate housing for residents including the local workforce. Additionally, there have been ongoing and increasing social service and public safety challenges related to unsheltered people living in the city. The City Manager

will need to engage with the community and work with appropriate agencies and partners to identify potential solutions. Approaches may include providing effective oversight for the recently approved 200 housing and apartment units and other ongoing developments, assessments of buildable land, options to expand the City's Urban Growth Boundary respectful of borders challenging geographic constraints and federal lands, and effective allocation of Urban Renewal District funds.

- City Staffing**

The City of Seaside has a number of important projects underway and has benefited from long tenured employees but is now facing several current and future Department Head and key staff retirements in addition to increased service demands and the need to optimally organize staff responsibility assignments. Additional analysis will be required to assess appropriate staffing levels to manage impacts from hiring freezes as a result of COVID-19, tourism, and city growth. Ability to effectively manage succession planning, union relations, and labor contract negotiation are also important. The City Manager will need to help preserve institutional memory, provide continuity of operations, and recruit for

RECRUITMENT PROCESS

Applications Due

April 18, 2022

Preliminary Online Video Interviews

Week of April 25, 2022

Finalist Interviews & Selection

May 17-20, 2022

To apply:

For additional details, application materials, and instructions on how to apply, visit jensenstrategies.com/recruitment/seaside-citymanager

Questions may be directed to:

Emily Rehder
Jensen Strategies, LLC
503-477-5615
emily@jensenstrategies.com

*The City of Seaside is
an Equal Opportunity
Employer.*



these upper management positions. Skills to effectively staff the city workforce while maintaining a collaborative working environment will be important.

▪ Public Infrastructure Improvements

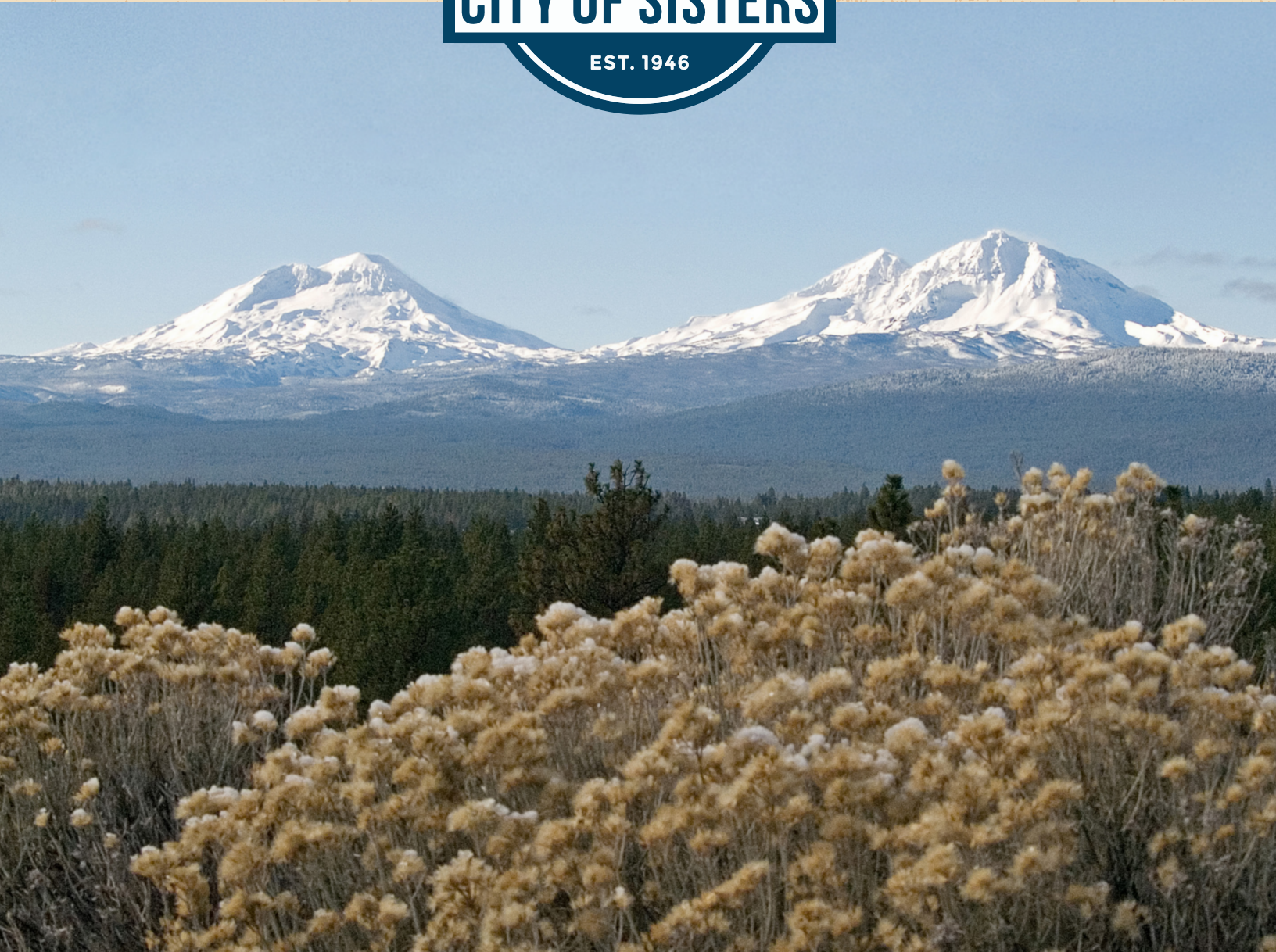
Seaside has begun major efforts to update and improve the City's wastewater treatment and sewer system including addressing leaks and investing in a \$3-4 million dollar sewage dryer and other needed updates. These projects are intended to ensure adequate local capacity as well as provide opportunities to offer wastewater treatment services for nearby communities as well as generate revenue from associated energy production. The City Manager will be expected to oversee implementation of this infrastructure improvement and expansion including facilitating financing through bonds, American Rescue Plan Act (ARPA), and other measures as well as negotiation of mutually beneficial arrangements for services with peer communities.

The City is also actively engaged with the Oregon Department of Transportation's work on a \$7 million dollar project to improve the safety and efficiency of Highway 101, which runs through town, by adding a turn lane. Ongoing coordination with the agency and mitigation of construction impacts on businesses, residents, and visitors/tourists will be important. Traffic and road improvements are also needed to provide adequate infrastructure and communication to establish safe access to the new disaster prepared school building.

EDUCATION/EXPERIENCE

A bachelor's degree in public administration, planning, political science, or related field, and at least three years of upper-level government management experience are required. An advanced degree in Public Administration or related field, and/or five years of increasingly responsible public sector experience is preferable. Experience and/or training in public finance, human resources, union relations, and emergency planning is highly desired.





CITY MANAGER

City of Sisters, Oregon

CITY MANAGER

CITY OF SISTERS, OREGON

\$120,000 to \$160,000 plus excellent benefits



POPULATION

3,475

BUDGET

\$25 MILLION

FTE POSITIONS

19.5

CITY DEPARTMENTS

Administration
Community Development
Finance
Public Works

BENEFITS

Medical/Dental/Vision
PERS Retirement
Life & Disability Insurance
Deferred Compensation

COMMUNITY

Civic Engagement
Small Town Character
Natural Beauty
Walkable
Iconic Festivals
Family Friendly



THE COMMUNITY

The City of Sisters, Oregon (population 3,475) is located at the foot of the Cascade mountains in Deschutes County. Northwest of Bend and situated along US Highway 20, Sisters serves as a gateway to the Central Oregon region, and is renowned for its local attractions, including the Hoodoo ski area and prominent community events like the Sisters Outdoor Quilt Show, Sisters Folk Festival, and Sisters Rodeo.

Historically, Sisters Country was a rich site for Native Americans and fur trappers trekking through dramatic mountain vistas. Established in 1901 and incorporated in 1946, Sisters quickly became known for lumber-production. As highways in Oregon improved, the City became renowned for its' beautiful scenery and rich array of outdoor activities. Today, Sisters is an active, dynamic, and rapidly growing community and tourist destination while maintaining its walkable, small-town feel.

Sisters has a strong social fabric, with residents who are passionate, active in the community, and welcome civic involvement. With an abundance of family-oriented opportunities and one of the best performing school districts in the state, Sisters offers a fantastic environment for families. Sisters' residents take pride in their walkable downtown that is host to a unique combination of small-town living with larger-city amenities, including numerous restaurants, shops, galleries, golf courses, and a movie theater.





THE ORGANIZATION

The City of Sisters employs a Council-Manager form of government with the legislative and policy-making body composed of a five-member City Council with four Councilors and a Mayor. The Council elects the Mayor, who serves a two-year term. Three Councilors are selected every biennial election with the two Councilors receiving the most votes serving a four-year term and the third Councilor serving a two-year term. All appointive offices, including the City Manager, are created and filled by a majority of Council. The City Manager serves as the City government's administrative head and is responsible for all City business administration and implementing policies enacted by the Council. The City Manager assumes full leadership and accountability for all City operations, hires key personnel, provides leadership and expert guidance, leads long-term planning efforts, and serves as a liaison between the policy-making and operational functions of the City. City departments include Administration, Community Development, Finance, and Public Works. Police as well as building permit and inspection services are contracted through Deschutes County. The Sisters-Camp Sherman Rural Fire District provides fire service. The City employs 19.5 full-time equivalent employees and 4 part-time contract employees, and with a 2022-2023 budget of approximately \$25 million.

THE POSITION

Under the direction and supervision of the City Council, the City Manager serves as the chief administrative officer of the City government and is responsible for implementing the policies enacted by the Council. The City Manager assumes full leadership and accountability for all City operations, hiring of key personnel, provides leadership and expert guidance, spearheads long-term planning efforts, and serves as the primary liaison between the policy-making and operational functions of the City.

THE IDEAL CANDIDATE

The ideal candidate possesses and has demonstrated the following attributes:

- **Strong, well rounded, leadership and management** to provide clear direction, manage multiple departments, balance priority initiatives, and foster an active and forward-thinking organizational environment. Management experience to provide effective oversight, staff development, promote retention, and workforce planning. A community-oriented leadership style that demonstrates a commitment to communication, collaboration, transparency, integrity and empathy is essential. A personal demeanor that is organized, personable, patient, inclusive, respectful, even-tempered, and professional is necessary.

- **Ability to foster effective Council relations** through responsive, accessible, and inclusive relationship development. Proactively maintains awareness and keeps the Council informed of City operations and legal obligations to assist in their role as the City's governing body. Skills to foster and maintain an environment that enhances Council's ability to collaborate, set goals, and navigate challenging issues is key.
- **Strong communication skills** to effectively engage multiple City audiences including City Council, staff, local government officials, businesses, community groups, nonprofit organizations, and citizens. Demonstrates a commitment to accessibility, transparency, inclusion, ethics and timeliness in communication with all groups. A communication style that facilitates and encourages productive two-way dialogues, effectively communicates complex policy issues, responds to community concerns, and helps builds consensus is essential. Communicates verbally and in writing with clarity, substance, and conciseness.
- **Effective collaboration and service contract management** experience to develop and manage intergovernmental agreements and other coordination for outsourced provision of core municipal services.
- **Ability to foster effective intergovernmental relations** to maintain and strengthen working relationships while representing the City's interests. An ability to build new and manage existing relationships with other elected officials, local governments, the County, the State, and other agencies through cost effective and clear agreements, collaboration, and accountability is desired.
- **In depth housing expertise** to facilitate policy approaches that support affordable housing options for resident and workers in a growing, destination community. Experience related to effective application of local, state, and federal funding sources to support development, management of housing projects, facilitating community engagement to build share visions of growth is beneficial. Ability to support collaborative intergovernmental efforts to provide resources and address issues related to rural houselessness is important.
- **A strong understanding of public infrastructure** to support planning, maintenance, construction, and funding needs. An ability to carry out projects while planning for long term growth needs related to water, wastewater, and stormwater systems is important.
- **Demonstrated public finance skills** to continue the City's responsible and effective fiscal management.





Ability to strategically integrate financial planning with long-term goals is important. Experience with service needs and staff planning for a growing community with active tourism is beneficial. Knowledge of Oregon budget law and requirements is helpful.

- **Knowledge of transportation improvement project management** to support major projects underway.

Experience with street asset maintenance and enhancement, traffic management, multimodal transportation planning, coordination of intergovernmental projects, and efforts to promote walkability is beneficial. Understanding of traffic management approaches in environments with high levels of tourism and risks of natural emergency situations is also helpful.

- **Ability to effectively coordinate natural hazard risk management** efforts through proactive planning for a variety of natural threats such as wildfires, storms, floods, earthquakes, and others. Skills to address emergency mitigation and preparedness in coordination with various agencies through infrastructure improvements, inter-agency planning, proactive communication, and community training is important.

- **Commitment to inform and engage the community** in policy and operational decisions. Demonstrates

accessibility, professionalism, open-mindedness, and even-handed approaches to differing views and interests. Ability to work effectively with Sisters' civically active community, maintaining and expanding the City's community involvement approaches to facilitate and encourage citizen engagement in City decision-making. A willingness to be transparent, inclusive, and uphold public participation for citizens including broader communities that frequent Sisters for resources or recreation is important.

- **Experience with long term planning & community development** to enhance the City and maintain high quality of life for a growing community. Experience with community engagement, master planning initiatives, and efforts to increase environmental sustainability and climate resilience is important.

- **Thorough understanding of city government roles** including the Council-Manager form of government and the proper roles of bodies and individuals within such governments. Ability to help the City Council, staff, and advisory bodies operate effectively with each other and within their legally defined roles.

POLICY DIRECTIVES

The City Manager will be expected to support, facilitate, and/or implement the following policy priorities for the City:

Housing & Houselessness

The City of Sisters, like many cities, has an insufficient supply of housing and limited available land to provide additional living options for local workers or residents. Further, the community is also experiencing increased rates of rural houselessness which is generating public concern. To address these challenges the City has several housing projects underway as well as potential Urban Growth Boundary (UGB) expansion efforts which include updating the buildable lands inventory and completing a housing needs analysis. The next City Manager will be expected to facilitate affordable housing policy development to address issues including, but not limited to, increasing housing supply, workforce housing options, and building code updates. It is also expected the City Manager will serve as the primary City liaison with the community through communications and dialogues on these issues. The City Manager will also collaborate on solutions with local, state, federal, and other partners to address issues related to rural houselessness in the surrounding forest region. An ability to facilitate effective,

strategic, and legal approaches in alignment with Oregon land use, growth management laws, or relevant recent state laws or court opinions to support long term housing development and resources for individuals experiencing houselessness will be essential.

Streets & Transportation

The City has a range of street and transportation projects in various stages of design, planning, or implementation to support traffic management and the community's ongoing development. These projects include but are not limited to construction of a roundabout, a potential highway alternate route, as well as a multimodal transit hub. The roundabout project located at the intersection of Highway 20 and Locust Street is shovel ready but will need ongoing management to ensure successful implementation. The City is also interested in options to pursue a highway alternate route for freight truck traffic for which the City Manager will need to effectively facilitate negotiations with Oregon Department of Transportation (ODOT) as well as assess feasibility and financing options. Finally, land has been purchased for the new multimodal



transit hub that is in the beginning stages of design. The next City Manager will need to facilitate effective implementation of these projects in coordination with key staff and partners.

Public Infrastructure Improvements

Sisters has major efforts underway to update and improve the City's water, wastewater, and utility infrastructure to effectively address current and future needs. These projects include ensuring implementation of water and wastewater master plan initiatives, implementing the designed Lazy Z Ranch Wastewater Reuse Expansion project, assessing water and sewer rates, constructing the Westside pump station, as well as overseeing establishment of a new secondary water storage reservoir. The City Manager will be expected to oversee implementation of all these infrastructure improvements, supplementing additional financing, planning, and other project support as necessary.

Parks & Community Development

Sisters takes pride in being a dynamic town with a strong sense of community. As such, the City has invested in opportunities to enhance community assets and fund economic development efforts through an Urban Renewal Agency (URA). This includes updating the parks master plan, which provides for the development of a three-acre property intended for an open-air multi-use covered event space. In addition, the City also has \$4 million in URA funding to invest in key projects. The next manager will be central in identifying opportunities to plan, finance, and implement these improvements.

EDUCATION/EXPERIENCE

A bachelor's degree in public administration, planning, political science, or related field, and at least three years of upper-level public sector management experience are required, or equivalent education and experience.

An advanced degree in public administration or related field and five years of increasingly responsible public sector experience is preferable. Experience and/or training in housing policy and growth management is highly desired. Experience working in Oregon or Central Oregon and knowledge of state land use laws is preferred.



RECRUITMENT PROCESS

Applications Due

Sunday, February 26, 2023

Semi-Finalist Online Video Interviews

Week of March 6, 2023

Finalist Interviews & Selection

March 27 – March 30, 2023

For additional details, required application materials, and instructions on how to apply, please visit:

www.jensenstrategies.com/recruitment/sisterscitymanager

Questions may be directed to:

Emily Rehder, Jensen Strategies, LLC
503-477-5615 or emily@jensenstrategies.com

*The City of Sisters is an
Equal Opportunity Employer.*



JENSEN STRATEGIES

(503) 477-5615

**1750 S Harbor Way,
Suite 350
Portland, OR
97201**

www.jensenstrategies.com





CITY COUNCIL DASHBOARD REPORT – APRIL 2023

Police Department

Dispatch

615 CAD Screens

33 Case Numbers

674 Inbound calls

- 113 - 911 calls
- 561 – Admin calls

Traffic

<u>Citations</u>	
Driving Uninsured	4
Driving W/O Privileges	4
DWS-Violation	15
Fail Carry Proof Insurance	3
Failure to Carry Veh Reg	2
Failure to Obey Traffic Control Device	1
Failure to Renew Vehicle Registration	1
Failure Yield Emergency Vehicle	1
Illegal Alteration/Display Plate	3
Improper Display of Sticker	2
Improper Left Turn	1
Operating MV Using Mob Com Dev	1
Violation of Basic Speed Rule	1
Violation of Posted Speed	29
Violation of Posted Truck Route	1
Total	69
Average MPH over	15

	<u>Citations</u>	<u>Warnings</u>	<u>Total</u>	<u>Average Warning</u>	<u>DUII</u>
Total	69	116	174	67%	1

Crimes

Person

Harassment	1
Sex Offense	1
Strangulation	1
Total	3

Property



Criminal Mischief	2
Theft	6
Trespass	1
Total	9

Society

Criminal Conspiracy	1
DUII	1
Fail to Carry and Present License	1
Warrant	4
Total	7

Total Crimes	19
Total Cleared Crimes	12
Cleared by Arrest	63%

Library

Circulation of all items	2895	3389	3923
Hotspots	17	16	19
Laptops	3	8	5
In person visits	1120	1064	1176
Storytime	65	64	74
Other programs			
Podcast	99	143	213
Computers sessions	122	160	110
Reference	79	92	120
Facebook Viewings			
Post reach	4259	3,412	4,704
Post Engagement 595	595	906	1,546
New Page Likes	7	11	10
Volunteer Hours	20	20	34.5
Community Room Use	29	31	33
Upstairs conference room	5	8	9



Public Works

Roadways swept	63.1 miles + contracts
Water leaks- service lines	1
Water Main leaks/ ruptures	0
Tree removals	15 +
Citizen concerns/complaints responded to	15 +
New service line installs	0
Asphalt patches completed/potholes included	5
After hours call-outs	approx 5
Total Water Made	15,399,632
Water Billed	11,363,208
Bulk Sale of Water	0
Fire Dept Usage	70000
Unbilled Usage Estimations (Blow offs, Flushes etc.)	69364
Unbilled Meters	1,322,000
Breaks	0
Total Water Unaccounted For in Gallons	2575060

Percent of Water Unaccounted For	16%
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Number Of Gallons Treated by Wastewater Facility	33,331,000
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Planning Department Permit Applications

New Construction Applications:

- Sign at 112 S Main Street
- New house and water/sewer services at 925 SE Beaver Street
- Fire suppression system at 722 Hwy 20
- Soil excavation for diesel spill at 1400 SE Butler Bridge Road
- Install two new vaults in the right-of-way at 163 NE Hwy 20
- Relocate water meter at 416 NW 12th Place
- Remove curb at 749 SE 8th Street
- New aerial lines and bore project at NE 10th Street/Burgess/Hwy 20
- Trench work for power service to 768 SE 8th Street
- Aerial and trenching for 112 S Main Street



Land Use Applications:

- Conditional Use Permit application for food production at 340 NE Hwy 20

Annual Transportation Permits:

One Annual Transportation Permit was approved in March. A total of \$2,976 has been collected for the program.

Annual Department Statistics				
Type of Permit	March	2023	2022	2021
Building Permit	3	5	21	27
Other Permits*	8	11	38	20
Land Use Application	1	4	23	29
Truck Permit	1	14	14	13
Value of Construction Improvements	\$155,750	\$196,850	\$2,267,667	\$4,167,776

*includes permits for excavation, work in the right-of-way, demolition, and water/sewer connections.

Administration

Page ?	Page Views ? ↓	Unique Page Views ?	Avg. Time on Page ?
The pages visited, listed by URI. The URI is the portion of a page's URL following the domain name; for example, the URI portion of www.example.com/contact.html is /contact.html.	6,324 % of Total: 100.00% (6,324)	5,126 % of Total: 100.00% (5,126)	00:01:24 Avg for View: 00:01:24 (0.00%)
1. /	1,381 (21.84%)	1,167 (22.77%)	00:00:52
2. /jobs	465 (7.35%)	390 (7.61%)	00:00:57
3. /library	317 (5.01%)	190 (3.71%)	00:01:26
4. /meetings	250 (3.95%)	189 (3.69%)	00:02:00
5. /community/page/history-toledo	178 (2.81%)	164 (3.20%)	00:04:51
6. /police	160 (2.53%)	123 (2.40%)	00:01:58
7. /finance/page/utilities-water-billing	141 (2.23%)	123 (2.40%)	00:01:09
8. /fire	123 (1.94%)	89 (1.74%)	00:01:07
9. /publicworks/page/join-our-community-effort-conserve-water	113 (1.79%)	99 (1.93%)	00:04:35
10. /calendar	110 (1.74%)	94 (1.83%)	00:00:33



Municipal Court

Report Totals		
Totals By Citation Type	R - Regular	42
	W - Warning	1
Report Totals		43

Fee Code Totals		
<u>Fee</u>	<u>Payments</u>	<u>Total of Payments</u>
FINE - FINE	32	2,495.00
SF - STATE FEE	17	675.00
SFO - STATE FEE- OLD	6	180.00
Fee Code Total:	55	3,350.00

Payment Totals		
Total Bonds	0	0.00
Total Payments	59	3,350.00
Total	59	3,350.00

Fire

87 total calls for service

67 Medicals

4 Fires

10 public assist

6 Accidents

Major training topic has been the EMR class including TFD, GP, Siletz and Newport
Annual refresher training has been all month and was active threat as a county wide
finish in Lincoln city.

General Fund Consolidated

3rd Quarter Financial Report 2022-2023

Period 07 - 09

Fiscal Year 2023

REVENUE

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
001	000	400100	Beginning Fund Balance	\$ (2,118,272)	\$ (1,955,433)	\$ -	\$ (1,955,433)	92%
001	000	400200	Current Taxes	\$ (2,050,000)	\$ (2,073,311)	\$ (54,875)	\$ (2,160,524)	105%
001	000	400300	Delinquent Taxes	\$ (55,000)	\$ (29,497)	\$ (1,809)	\$ (38,425)	70%
001	000	400400	Interest	\$ (13,000)	\$ (25,823)	\$ (8,442)	\$ (49,715)	382%
001	000	401300	Natural Gas Franchise	\$ (21,550)	\$ (9,246)	\$ -	\$ (18,911)	88%
001	000	401400	Telephone Franchise	\$ (2,500)	\$ -	\$ -	\$ (2,799)	112%
001	000	401450	Telecommunications Franchise	\$ (3,000)	\$ (1,890)	\$ -	\$ (2,665)	89%
001	000	401500	Television Franchise	\$ (22,000)	\$ (10,916)	\$ -	\$ (16,296)	74%
001	000	401600	Garbage Franchise	\$ (75,000)	\$ (259,901)	\$ -	\$ (298,924)	399%
001	000	401700	Electric Franchise	\$ (850,000)	\$ (394,735)	\$ (54,909)	\$ (593,293)	70%
001	000	401750	Street Light Utility Fees	\$ (57,000)	\$ (36,000)	\$ (6,053)	\$ (54,164)	95%
001	000	401900	Beverage License	\$ (250)	\$ (25)	\$ -	\$ (50)	20%
001	000	402000	Business License	\$ (19,000)	\$ (19,065)	\$ 30	\$ (19,834)	104%
001	000	402100	Building Permits	\$ (500)	\$ (1,536)	\$ -	\$ (1,764)	353%
001	000	402200	State Liquor Fees	\$ (70,000)	\$ (31,986)	\$ (3,826)	\$ (55,043)	79%
001	000	402300	Cigarette Tax	\$ (3,200)	\$ (1,472)	\$ (167)	\$ (2,074)	65%
001	000	402350	Marijuana Tax	\$ (5,300)	\$ (2,744)	\$ (1,377)	\$ (4,121)	78%
001	000	402500	State Revenue Sharing	\$ (60,000)	\$ (30,442)	\$ -	\$ (46,641)	78%
001	000	402700	Refunds & Misc	\$ (35,000)	\$ (21,652)	\$ (5,783)	\$ (66,788)	191%
001	000	402710	Lien Searches	\$ (1,000)	\$ -	\$ -	\$ -	0%
001	000	402735	Public Records Request	\$ (250)	\$ (264)	\$ (40)	\$ (494)	198%
001	000	402740	Notary Fee	\$ (500)	\$ (341)	\$ (30)	\$ (391)	78%
001	000	402750	Land Use Fees	\$ (1,000)	\$ (2,885)	\$ (535)	\$ (3,620)	362%
001	000	402800	Toledo Rural Fire Protect	\$ (195,000)	\$ -	\$ (68,237)	\$ (136,474)	70%
001	000	402825	Fire Protection Services	\$ (5,000)	\$ -	\$ -	\$ -	0%
001	000	403000	Municipal Court Fines	\$ (70,000)	\$ (42,114)	\$ (4,571)	\$ (54,435)	78%
001	000	403050	Towing Fees	\$ (4,000)	\$ (2,300)	\$ -	\$ (3,000)	75%
001	000	403100	Library Receipts	\$ (500)	\$ (519)	\$ (24)	\$ (709)	142%
001	000	403140	Library Service District	\$ (92,000)	\$ (45,297)	\$ (15,100)	\$ (67,947)	74%
001	000	403150	Siletz Agreement	\$ (20,400)	\$ (6,800)	\$ (3,400)	\$ (13,600)	67%
001	000	405250	Grants	\$ (20,000)	\$ (83,432)	\$ -	\$ (84,543)	423%
001	000	405380	Rents and Leases	\$ (15,000)	\$ (8,350)	\$ (1,350)	\$ (12,500)	83%
001	000	405385	Transfer from Grants Fund	\$ (240,000)	\$ -	\$ -	\$ (240,000)	100%
001	000	405390	Transfer from Urban Renewal	\$ (30,000)	\$ -	\$ -	\$ (30,000)	100%
Revenue Total				\$ 6,155,222	\$ 5,097,977	\$ 230,497	\$ 6,035,175	98%

EXPENSES

001	400	620500	Equipment	\$	27,000	\$	21,545	\$	809	\$	22,354	83%
001	400	620520	Systems	\$	-	\$	-	\$	-	\$	-	0%
001	400		CAPITAL OUTLAY	\$	27,000	\$	21,545	\$	809	\$	22,354	83%
001	900	631000	Transfer to PW Reserve	\$	50,000	\$	-	\$	-	\$	50,000	100%
001	900	631600	Transfer to General Reserve	\$	228,000	\$	-	\$	-	\$	228,000	100%
001	900	631960	Trans to Bldg & Property Res	\$	232,500	\$	-	\$	-	\$	232,500	100%
001	900	631970	Trans to CC Strategic Reserve	\$	145,000	\$	-	\$	-	\$	145,000	100%
001	900	631975	Transfer to Grants Fund	\$	325,000	\$	-	\$	-	\$	325,000	100%
001	900		TRANSFERS	\$	980,500	\$	-	\$	-	\$	980,500	100%
001	900	640100	Contingency	\$	200,000	\$	-	\$	-	\$	-	0%
001	900		CONTINGENCY	\$	200,000	\$	-	\$	-	\$	-	0%
001	100	500010	City Manager	\$	103,064	\$	50,043	\$	8,623	\$	77,407	75%
001	400	500012	Police Chief	\$	106,594	\$	58,409	\$	9,346	\$	88,049	83%
001	500	500014	Fire Chief	\$	105,358	\$	49,435	\$	8,407	\$	74,298	71%
001	100	500015	Asst. City Manager/HR Assist	\$	69,221	\$	7,763	\$	3,035	\$	21,550	31%
001	650	500016	Public Works Director	\$	9,608	\$	4,874	\$	804	\$	7,424	77%
001	100	500020	Accounting Supervisor	\$	53,000	\$	26,553	\$	4,471	\$	40,747	77%
001	400	500022	Police Sergeant	\$	90,679	\$	48,631	\$	10,904	\$	76,518	84%
001	900	500024	Information Systems Admin	\$	39,903	\$	20,015	\$	3,339	\$	30,610	77%
001	650	500026	Public Works Op Supervisor	\$	6,672	\$	3,289	\$	554	\$	5,046	76%
001	100	500028	City Recorder	\$	65,108	\$	35,094	\$	5,689	\$	53,152	82%
001	650	500030	Lead/Senior Facility Operator	\$	6,735	\$	811	\$	-	\$	811	12%
001	500	500034	Line Staff	\$	168,110	\$	83,909	\$	16,600	\$	139,363	83%
001	400	500036	Police Officer	\$	312,600	\$	139,517	\$	22,997	\$	211,179	68%
001	400	500040	Head Dispatcher	\$	72,000	\$	37,981	\$	5,973	\$	59,805	83%
001	700	500042	Library Director	\$	87,630	\$	43,952	\$	7,331	\$	67,229	77%
001	100	500053	Accounting Clerk 3	\$	23,450	\$	11,933	\$	-	\$	11,933	51%
001	400	500056	Dispatcher	\$	293,000	\$	104,345	\$	24,423	\$	169,732	58%
001	650	500057	Muni/Grounds Maint Worker	\$	47,024	\$	24,191	\$	3,743	\$	35,783	76%
001	400	500058	Community Services Officer	\$	40,000	\$	18,498	\$	3,383	\$	29,478	74%
001	700	500064	Library Assistant Director	\$	59,700	\$	29,489	\$	5,061	\$	45,423	76%
001	800	500066	Utility Billing Clerk	\$	9,260	\$	4,426	\$	744	\$	6,660	72%
001	650	500067	PT Muni/Grounds Maint Worker	\$	24,660	\$	21,480	\$	3,428	\$	32,096	130%
001	650	500068	Custodian	\$	36,148	\$	18,547	\$	3,009	\$	27,712	77%
001	700	500072	Library Tech Services Op	\$	36,300	\$	22,659	\$	3,747	\$	33,359	92%
001	700	500076	Library Clerk	\$	16,229	\$	7,002	\$	1,276	\$	10,743	66%
001	100	500082	City Planner	\$	77,600	\$	38,923	\$	6,492	\$	59,525	77%
001	100	500084	Assistant Planner	\$	22,000	\$	10,449	\$	1,729	\$	15,372	70%

001	500	500088	Wildland Firefighter	\$	15,000	\$	-	\$	-	\$	-	0%
001	500	501400	Call Time	\$	15,000	\$	7,239	\$	819	\$	10,305	69%
001	800	501500	Overtime	\$	185,000	\$	85,511	\$	37,078	\$	160,430	87%
001	500	501501	Overtime Wildland Firefighters	\$	2,500	\$	-	\$	-	\$	-	0%
001	400	501600	Grant Overtime	\$	12,000	\$	2,773	\$	(277)	\$	2,767	23%
001	900	504700	Social Security	\$	150,337	\$	78,975	\$	15,538	\$	123,870	82%
001	900	504800	Health Insurance	\$	571,818	\$	230,447	\$	40,778	\$	353,666	62%
001	500	504850	Personal Holiday	\$	49,262	\$	22,512	\$	3,872	\$	32,968	67%
001	900	504900	Workers' Comp	\$	63,740	\$	64,627	\$	54	\$	67,087	105%
001	900	505000	Retirement	\$	347,670	\$	172,978	\$	32,448	\$	269,814	78%
001	100	505100	Auto Allowance	\$	3,600	\$	1,800	\$	301	\$	2,704	75%
001	900	604000	Unemployment	\$	30,000	\$	923	\$	-	\$	4,441	15%
001	900		PERSONNEL SERVICES	\$	3,427,580	\$	1,590,004	\$	295,721	\$	2,459,058	72%
001	800	600100	Office Supplies	\$	17,350	\$	9,273	\$	1,483	\$	13,726	79%
001	900	600150	Data Processing Support	\$	17,500	\$	12,788	\$	20	\$	14,313	82%
001	700	600210	Electricity	\$	34,240	\$	15,629	\$	3,171	\$	25,908	76%
001	700	600220	Communication Services	\$	60,300	\$	25,199	\$	2,163	\$	32,973	55%
001	100	600230	Advertising & Notices	\$	5,500	\$	2,381	\$	100	\$	2,481	45%
001	700	600240	Natural Gas	\$	7,600	\$	1,457	\$	2,818	\$	7,305	96%
001	700	600300	Equipment Maint & Repair	\$	20,750	\$	7,802	\$	509	\$	9,165	44%
001	650	600350	Vehicle Maint & Repair	\$	42,000	\$	15,252	\$	1,736	\$	21,480	51%
001	650	600400	Facility Needs	\$	30,000	\$	19,813	\$	877	\$	22,265	74%
001	800	600600	Travel & Training	\$	33,200	\$	22,622	\$	2,082	\$	26,871	81%
001	900	600700	Membership & Subscription	\$	18,650	\$	11,556	\$	635	\$	14,185	76%
001	650	601500	Gas, Oil & Tires	\$	54,000	\$	28,085	\$	4,729	\$	40,302	75%
001	900	601700	Insurance	\$	127,000	\$	119,010	\$	-	\$	119,010	94%
001	700	603000	Network Services	\$	6,800	\$	-	\$	-	\$	-	0%
001	700	603500	Books & Materials	\$	28,000	\$	11,066	\$	849	\$	16,053	57%
001	900	603600	Safety Committee	\$	5,000	\$	136	\$	-	\$	136	3%
001	900	603700	City Council	\$	6,000	\$	2,326	\$	606	\$	3,404	57%
001	900	603800	Planning Commission	\$	1,500	\$	423	\$	-	\$	747	50%
001	900	603900	Economic Development	\$	15,000	\$	-	\$	-	\$	-	0%
001	900	603950	Abatement	\$	75,000	\$	-	\$	-	\$	-	0%
001	900	603975	Contributions	\$	11,775	\$	11,775	\$	-	\$	11,881	101%
001	900	604400	Street Lights	\$	140,000	\$	70,850	\$	11,902	\$	106,556	76%
001	700	606500	Youth Program Support	\$	5,000	\$	816	\$	1,184	\$	2,090	42%
001	700	606550	Adult Program Support	\$	1,000	\$	505	\$	-	\$	505	50%
001	400	606600	Community Programs	\$	1,000	\$	1,365	\$	-	\$	1,365	136%
001	700	607500	Special Purchases	\$	39,000	\$	26,673	\$	193	\$	28,174	72%
001	900	608000	Supplies	\$	71,000	\$	28,926	\$	13,839	\$	48,736	69%
001	650	608050	Janitorial Supplies	\$	5,000	\$	865	\$	-	\$	865	17%
001	900	608100	Contract & Other Services	\$	250,000	\$	128,052	\$	11,794	\$	172,775	69%

001	900	608125	Audit Services	\$	15,000	\$	-	\$	15,000	\$	15,000	100%
001	500	608150	Volunteer Program	\$	53,000	\$	25,000	\$	4,167	\$	37,500	71%
001	500		MATERIALS & SERVICES	\$	1,197,165	\$	599,643	\$	79,857	\$	795,770	66%
001	900	801000	Unappropriated Surplus	\$	306,747	\$	-	\$	-	\$	-	0%
001	900		UNAPPROPRIATED	\$	306,747	\$	-	\$	-	\$	-	0%
001	900	630200	Samaritan Treatment Facility	\$	15,000	\$	15,000	\$	-	\$	15,000	100%
001	900	631980	Greater Toledo Pool District	\$	38,230	\$	38,229	\$	-	\$	38,229	100%
001	900		SPECIAL PAYMENTS	\$	53,230	\$	53,229	\$	-	\$	53,229	100%
			Expense Total	\$	6,192,222	\$	2,264,422	\$	376,387	\$	4,310,911	70%
			NET			\$	2,833,556	\$	(145,890)	\$	1,724,264	

Administration Department

3rd Quarter Financial Report 2022-2023

Period 07 - 09
Fiscal Year 2023

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
001	100	500010	City Manager	\$ 103,064	\$ 50,043	\$ 8,623	\$ 77,407	75%
001	100	500015	Asst. City Manager/HR Assist	\$ 69,221	\$ 7,763	\$ 3,035	\$ 21,550	31%
001	100	500020	Accounting Supervisor	\$ 53,000	\$ 26,553	\$ 4,471	\$ 40,747	77%
001	100	500028	City Recorder	\$ 65,108	\$ 35,094	\$ 5,689	\$ 53,152	82%
001	100	500053	Accounting Clerk 3	\$ 23,450	\$ 11,933	\$ -	\$ 11,933	51%
001	100	500082	City Planner	\$ 77,600	\$ 38,923	\$ 6,492	\$ 59,525	77%
001	100	500084	Assistant Planner	\$ 22,000	\$ 10,449	\$ 1,729	\$ 15,372	70%
001	100	501500	Overtime	\$ 1,500	\$ -	\$ -	\$ -	0%
001	100	504700	Social Security	\$ 30,000	\$ 13,850	\$ 2,296	\$ 21,408	71%
001	100	504800	Health Insurance	\$ 120,012	\$ 47,640	\$ 7,431	\$ 72,504	60%
001	100	504900	Workers' Comp	\$ 1,500	\$ 2,337	\$ 7	\$ 2,359	157%
001	100	505000	Retirement	\$ 60,154	\$ 26,638	\$ 4,166	\$ 39,733	66%
001	100	505100	Auto Allowance	\$ 3,600	\$ 1,800	\$ 301	\$ 2,704	75%
001	100		PERSONNEL SERVICES	\$ 630,209	\$ 273,023	\$ 44,239	\$ 418,394	66%
001	100	600100	Office Supplies	\$ 5,000	\$ 4,567	\$ 345	\$ 5,497	110%
001	100	600210	Electricity	\$ 6,500	\$ 2,981	\$ 784	\$ 5,516	85%
001	100	600220	Communication Services	\$ 2,500	\$ 913	\$ 154	\$ 1,577	63%
001	100	600230	Advertising & Notices	\$ 5,500	\$ 2,381	\$ 100	\$ 2,481	45%
001	100	600240	Natural Gas	\$ 500	\$ 124	\$ 93	\$ 362	72%
001	100	600300	Equipment Maint & Repair	\$ 1,000	\$ -	\$ -	\$ -	0%
001	100	600600	Travel & Training	\$ 4,500	\$ 4,344	\$ 183	\$ 4,527	101%
001	100	600700	Membership & Subscription	\$ 3,000	\$ 180	\$ 40	\$ 1,389	46%
001	100	607500	Special Purchases	\$ 4,000	\$ 1,178	\$ -	\$ 1,607	40%
001	100	608000	Supplies	\$ 3,000	\$ 633	\$ 28	\$ 857	29%
001	100	608100	Contract & Other Services	\$ 90,000	\$ 13,493	\$ 1,096	\$ 17,531	19%
001	100		MATERIALS & SERVICES	\$ 125,500	\$ 30,793	\$ 2,823	\$ 41,344	33%
			Expense Total	\$ 755,709	\$ 303,815	\$ 47,062	\$ 459,737	61%

Police Department

3rd Quarter Financial Report 2022-2023

Period 07 - 09

Fiscal Year 2023

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
001	400	620500	Equipment	\$ 27,000	\$ 21,545	\$ 809	\$ 22,354	83%
001	400	620520	Systems	\$ -	\$ -	\$ -	\$ -	0%
001	400		CAPITAL OUTLAY	\$ 27,000	\$ 21,545	\$ 809	\$ 22,354	83%
001	400	631600	Transfer to General Reserve	\$ 46,500	\$ -	\$ -	\$ 46,500	100%
001	400	631960	Trans to Bldg & Property Res	\$ 20,000	\$ -	\$ -	\$ 20,000	100%
001	400		TRANSFERS	\$ 66,500	\$ -	\$ -	\$ 66,500	100%
001	400	500012	Police Chief	\$ 106,594	\$ 58,409	\$ 9,346	\$ 88,049	83%
001	400	500022	Police Sergeant	\$ 90,679	\$ 48,631	\$ 10,904	\$ 76,518	84%
001	400	500036	Police Officer	\$ 312,600	\$ 139,517	\$ 22,997	\$ 211,179	68%
001	400	500040	Head Dispatcher	\$ 72,000	\$ 37,981	\$ 5,973	\$ 59,805	83%
001	400	500056	Dispatcher	\$ 293,000	\$ 104,345	\$ 24,423	\$ 169,732	58%
001	400	500058	Community Services Officer	\$ 40,000	\$ 18,498	\$ 3,383	\$ 29,478	74%
001	400	501500	Overtime	\$ 147,000	\$ 65,589	\$ 32,725	\$ 128,761	88%
001	400	501600	Grant Overtime	\$ 12,000	\$ 2,773	\$ (277)	\$ 2,767	23%
001	400	504700	Social Security	\$ 67,500	\$ 37,046	\$ 8,437	\$ 59,386	88%
001	400	504800	Health Insurance	\$ 292,607	\$ 110,456	\$ 20,791	\$ 171,622	59%
001	400	504850	Personal Holiday	\$ 40,000	\$ 17,932	\$ 3,047	\$ 25,933	65%
001	400	504900	Workers' Comp	\$ 25,000	\$ 21,703	\$ 26	\$ 21,779	87%
001	400	505000	Retirement	\$ 171,617	\$ 82,652	\$ 17,224	\$ 131,847	77%
001	400		PERSONNEL SERVICES	\$ 1,670,597	\$ 745,532	\$ 159,002	\$ 1,176,857	70%
001	400	600100	Office Supplies	\$ 5,000	\$ 1,325	\$ 166	\$ 2,518	50%
001	400	600210	Electricity	\$ 10,000	\$ 5,095	\$ 1,033	\$ 8,463	85%
001	400	600220	Communication Services	\$ 52,500	\$ 18,888	\$ 1,762	\$ 25,180	48%
001	400	600240	Natural Gas	\$ 600	\$ 148	\$ 216	\$ 636	106%
001	400	600300	Equipment Maint & Repair	\$ 4,000	\$ 2,225	\$ 111	\$ 2,426	61%
001	400	600350	Vehicle Maint & Repair	\$ 11,000	\$ 5,447	\$ (1,337)	\$ 8,587	78%
001	400	600600	Travel & Training	\$ 12,000	\$ 8,314	\$ 402	\$ 9,645	80%
001	400	600700	Membership & Subscriptions	\$ 2,700	\$ 2,217	\$ -	\$ 2,482	92%
001	400	601500	Gas, Oil & Tires	\$ 23,000	\$ 13,513	\$ 2,269	\$ 18,671	81%
001	400	606600	Community Programs	\$ 1,000	\$ 1,365	\$ -	\$ 1,365	136%
001	400	607500	Special Purchases	\$ 15,000	\$ 10,801	\$ -	\$ 10,803	72%
001	400	608000	Supplies	\$ 15,000	\$ 6,401	\$ 910	\$ 9,972	66%
001	400	608100	Contract & Other Services	\$ 25,000	\$ 25,007	\$ 1,650	\$ 27,794	111%
001	400		MATERIALS & SERVICES	\$ 176,800	\$ 100,744	\$ 7,181	\$ 128,541	73%
			Expense Total	\$ 1,940,897	\$ 867,821	\$ 166,991	\$ 1,394,252	72%

Fire Department

3rd Quarter Financial Report 2022-2023

Period 07 - 09
Fiscal Year 2023

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
001	500	631600	Transfer to General Reserve	\$ 110,000	\$ -	\$ -	\$ 110,000	100%
001	500	631960	Trans to Bldg & Property Res	\$ 15,000	\$ -	\$ -	\$ 15,000	100%
001	500		TRANSFERS	\$ 125,000	\$ -	\$ -	\$ 125,000	100%
001	500	500014	Fire Chief	\$ 105,358	\$ 49,435	\$ 8,407	\$ 74,298	71%
001	500	500034	Line Staff	\$ 168,110	\$ 83,909	\$ 16,600	\$ 139,363	83%
001	500	500088	Wildland Firefighter	\$ 15,000	\$ -	\$ -	\$ -	0%
001	500	501400	Call Time	\$ 15,000	\$ 7,239	\$ 819	\$ 10,305	69%
001	500	501500	Overtime	\$ 35,000	\$ 18,549	\$ 3,832	\$ 29,721	85%
001	500	501501	Overtime Wildland Firefighters	\$ 2,500	\$ -	\$ -	\$ -	0%
001	500	504700	Social Security	\$ 25,000	\$ 12,307	\$ 2,278	\$ 19,564	78%
001	500	504800	Health Insurance	\$ 65,000	\$ 28,914	\$ 5,446	\$ 44,957	69%
001	500	504850	Personal Holiday	\$ 9,262	\$ 4,580	\$ 824	\$ 7,034	76%
001	500	504900	Workers' Comp	\$ 34,000	\$ 35,508	\$ 8	\$ 37,833	111%
001	500	505000	Retirement	\$ 57,000	\$ 31,908	\$ 5,876	\$ 50,652	89%
001	500		PERSONNEL SERVICES	\$ 531,230	\$ 272,349	\$ 44,090	\$ 413,727	78%
001	500	600100	Office Supplies	\$ 2,000	\$ 587	\$ 471	\$ 1,093	55%
001	500	600210	Electricity	\$ 8,240	\$ 3,553	\$ 573	\$ 5,442	66%
001	500	600220	Communication Services	\$ 2,500	\$ 4,582	\$ 131	\$ 4,970	199%
001	500	600240	Natural Gas	\$ 4,500	\$ 823	\$ 1,904	\$ 4,607	102%
001	500	600300	Equipment Maint & Repair	\$ 13,000	\$ 4,744	\$ 350	\$ 5,848	45%
001	500	600350	Vehicle Maint & Repair	\$ 30,000	\$ 9,592	\$ 3,073	\$ 12,666	42%
001	500	600600	Travel & Training	\$ 14,000	\$ 9,182	\$ 1,203	\$ 11,621	83%
001	500	600700	Membership & Subscription	\$ 1,200	\$ 481	\$ 165	\$ 646	54%
001	500	601500	Gas, Oil & Tires	\$ 20,000	\$ 8,129	\$ 1,764	\$ 12,732	64%
001	500	607500	Special Purchases	\$ 9,500	\$ 13,289	\$ 193	\$ 14,359	151%
001	500	608000	Supplies	\$ 40,000	\$ 13,523	\$ 12,041	\$ 26,919	67%
001	500	608100	Contract & Other Services	\$ 16,000	\$ 39,956	\$ 520	\$ 40,850	255%
001	500	608150	Volunteer Program	\$ 53,000	\$ 25,000	\$ 4,167	\$ 37,500	71%
001	500		MATERIALS & SERVICES	\$ 213,940	\$ 133,442	\$ 26,554	\$ 179,252	84%
			Expense Total	\$ 870,170	\$ 405,791	\$ 70,644	\$ 717,979	83%

Property Maintenance Department

3rd Quarter Financial Report 2022-2023

Period 07 - 09
Fiscal Year 2023

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
001	650	631600	Transfer to General Reserve	\$ 21,500	\$ -	\$ -	\$ 21,500	100%
001	650	631960	Trans to Bldg & Property Res	\$ 22,500	\$ -	\$ -	\$ 22,500	100%
001	650		TRANSFERS	\$ 44,000	\$ -	\$ -	\$ 44,000	100%
001	650	500016	Public Works Director	\$ 9,608	\$ 4,874	\$ 804	\$ 7,424	77%
001	650	500026	Public Works Op Supervisor	\$ 6,672	\$ 3,289	\$ 554	\$ 5,046	76%
001	650	500030	Lead/Senior Facility Operator	\$ 6,735	\$ 811	\$ -	\$ 811	12%
001	650	500057	Muni/Grounds Maint Worker	\$ 47,024	\$ 24,191	\$ 3,743	\$ 35,783	76%
001	650	500067	PT Muni/Grounds Maint Worker	\$ 24,660	\$ 21,480	\$ 3,428	\$ 32,096	130%
001	650	500068	Custodian	\$ 36,148	\$ 18,547	\$ 3,009	\$ 27,712	77%
001	650	501500	Overtime	\$ 1,000	\$ 1,373	\$ 521	\$ 1,948	195%
001	650	504700	Social Security	\$ 9,970	\$ 6,079	\$ 900	\$ 8,785	88%
001	650	504800	Health Insurance	\$ 26,864	\$ 15,127	\$ 2,344	\$ 22,160	82%
001	650	504900	Worker's Comp	\$ 2,500	\$ 4,694	\$ 5	\$ 4,710	188%
001	650	505000	Retirement	\$ 19,387	\$ 11,603	\$ 1,791	\$ 16,967	88%
001	650		PERSONNEL SERVICES	\$ 190,568	\$ 112,069	\$ 17,099	\$ 163,444	86%
001	650	600100	Office Supplies	\$ 650	\$ 61	\$ 11	\$ 82	13%
001	650	600210	Electricity	\$ 2,500	\$ 839	\$ 180	\$ 1,401	56%
001	650	600220	Communication Services	\$ 1,500	\$ 190	\$ 10	\$ 309	21%
001	650	600300	Equipment Maint & Repair	\$ 2,000	\$ 832	\$ 48	\$ 891	45%
001	650	600350	Vehicle Maint & Repair	\$ 1,000	\$ 212	\$ -	\$ 228	23%
001	650	600400	Facility Needs	\$ 30,000	\$ 19,813	\$ 877	\$ 22,265	74%
001	650	600600	Travel & Training	\$ 400	\$ 288	\$ -	\$ 288	72%
001	650	600700	Memberships & Subscriptions	\$ 200	\$ -	\$ -	\$ -	0%
001	650	601500	Gas, Oil & Tires	\$ 11,000	\$ 6,443	\$ 696	\$ 8,899	81%
001	650	607500	Special Purchases	\$ 8,000	\$ 1,068	\$ -	\$ 1,068	13%
001	650	608000	Supplies	\$ 9,000	\$ 6,049	\$ 592	\$ 8,129	90%
001	650	608050	Janitorial Supplies	\$ 5,000	\$ 865	\$ -	\$ 865	17%
001	650	608100	Contract & Other Services	\$ 20,000	\$ 7,219	\$ 928	\$ 12,229	61%
001	650		MATERIALS & SERVICES	\$ 91,250	\$ 43,879	\$ 3,342	\$ 56,653	62%
			Expense Total	\$ 325,818	\$ 155,948	\$ 20,441	\$ 264,097	81%

Library Department

3rd Quarter Financial Report 2022-2023

Period 07 - 09
Fiscal Year 2023

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
001	700	631600	Trans to General Reserve	\$ 10,000	\$ -	\$ -	\$ 10,000	100%
001	700	631960	Trans to Bldg & Property Res	\$ 25,000	\$ -	\$ -	\$ 25,000	100%
001	700		TRANSFERS	\$ 35,000	\$ -	\$ -	\$ 35,000	100%
001	700	500042	Library Director	\$ 87,630	\$ 43,952	\$ 7,331	\$ 67,229	77%
001	700	500064	Library Assistant Director	\$ 59,700	\$ 29,489	\$ 5,061	\$ 45,423	76%
001	700	500072	Library Tech Services Op	\$ 36,300	\$ 22,659	\$ 3,747	\$ 33,359	92%
001	700	500076	Library Clerk	\$ 16,229	\$ 7,002	\$ 1,276	\$ 10,743	66%
001	700	504700	Social Security	\$ 14,000	\$ 7,851	\$ 1,321	\$ 11,920	85%
001	700	504800	Health Insurance	\$ 57,000	\$ 23,387	\$ 3,946	\$ 35,039	61%
001	700	504900	Workers' Comp	\$ 500	\$ 306	\$ 6	\$ 324	65%
001	700	505000	Retirement	\$ 32,307	\$ 16,533	\$ 2,785	\$ 25,065	78%
001	700		PERSONNEL SERVICES	\$ 303,666	\$ 151,178	\$ 25,473	\$ 229,103	75%
001	700	600100	Office Supplies	\$ 4,000	\$ 2,502	\$ 448	\$ 4,214	105%
001	700	600150	Data Processing Support	\$ 2,500	\$ 1,200	\$ -	\$ 2,394	96%
001	700	600210	Electricity	\$ 7,000	\$ 3,161	\$ 601	\$ 5,086	73%
001	700	600220	Communication Services	\$ 1,300	\$ 627	\$ 106	\$ 937	72%
001	700	600240	Natural Gas	\$ 2,000	\$ 363	\$ 606	\$ 1,700	85%
001	700	600300	Equipment Maint & Repair	\$ 750	\$ -	\$ -	\$ -	0%
001	700	600600	Travel & Training	\$ 500	\$ 235	\$ 295	\$ 530	106%
001	700	600700	Membership & Subscription	\$ 300	\$ 132	\$ 92	\$ 224	75%
001	700	603000	Network Services	\$ 6,800	\$ -	\$ -	\$ -	0%
001	700	603500	Books & Materials	\$ 28,000	\$ 11,066	\$ 849	\$ 16,053	57%
001	700	606500	Youth Program Support	\$ 5,000	\$ 816	\$ 1,184	\$ 2,090	42%
001	700	606550	Adult Program Support	\$ 1,000	\$ 505	\$ -	\$ 505	50%
001	700	607500	Special Purchases	\$ 2,500	\$ 338	\$ -	\$ 338	14%
001	700	608000	Supplies	\$ 2,000	\$ 982	\$ 153	\$ 1,135	57%
001	700	608100	Contract & Other Services	\$ 6,000	\$ 5,300	\$ (838)	\$ 4,651	78%
001	700		MATERIALS & SERVICES	\$ 69,650	\$ 27,226	\$ 3,494	\$ 39,857	57%
			Expense Total	\$ 408,316	\$ 178,404	\$ 28,968	\$ 303,960	74%

Municipal Court Department

3rd Quarter Financial Report 2022-2023

Period 07 - 09
Fiscal Year 2023

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
001	800	500066	Utility Billing Clerk	\$ 9,260	\$ 4,426	\$ 744	\$ 6,660	72%
001	800	501500	Overtime	\$ 500	\$ -	\$ -	\$ -	0%
001	800	504700	Social Security	\$ 750	\$ 317	\$ 53	\$ 477	64%
001	800	504800	Health Insurance	\$ 5,255	\$ 2,502	\$ 417	\$ 3,754	71%
001	800	504900	Workers' Comp	\$ 140	\$ 2	\$ 0	\$ 3	2%
001	800	505000	Retirement	\$ 1,320	\$ 660	\$ 111	\$ 992	75%
001	800		PERSONNEL SERVICES	\$ 17,225	\$ 7,907	\$ 1,326	\$ 11,886	69%
001	800	600100	Office Supplies	\$ 700	\$ 231	\$ 44	\$ 322	46%
001	800	600600	Travel & Training	\$ 1,800	\$ 261	\$ -	\$ 261	14%
001	800	600700	Membership & Subscription	\$ 250	\$ -	\$ -	\$ -	0%
001	800	608100	Contract & Other Services	\$ 13,000	\$ 6,796	\$ -	\$ 8,532	66%
001	800		MATERIALS & SERVICES	\$ 15,750	\$ 7,288	\$ 44	\$ 9,115	58%
			Expense Total	\$ 32,975	\$ 15,195	\$ 1,370	\$ 21,001	64%

General Services Department
3rd Quarter Financial Report 2022-2023
Period 07 - 09
Fiscal Year 2023

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
001	900	631000	Transfer to PW Reserve	\$ 50,000	\$ -	\$ -	\$ 50,000	100%
001	900	631600	Transfer to General Reserve	\$ 40,000	\$ -	\$ -	\$ 40,000	100%
001	900	631960	Trans to Bldg & Property Res	\$ 150,000	\$ -	\$ -	\$ 150,000	100%
001	900	631970	Trans to CC Strategic Reserve	\$ 145,000	\$ -	\$ -	\$ 145,000	100%
001	900	631975	Transfer to Grants Fund	\$ 325,000	\$ -	\$ -	\$ 325,000	100%
001	900		TRANSFERS	\$ 710,000	\$ -	\$ -	\$ 710,000	100%
001	900	640100	Contingency	\$ 200,000	\$ -	\$ -	\$ -	0%
001	900		CONTINGENCY	\$ 200,000	\$ -	\$ -	\$ -	0%
001	900	500024	Information Systems Admin	\$ 39,903	\$ 20,015	\$ 3,339	\$ 30,610	77%
001	900	504700	Social Security	\$ 3,117	\$ 1,525	\$ 253	\$ 2,329	75%
001	900	504800	Health Insurance	\$ 5,080	\$ 2,420	\$ 404	\$ 3,630	71%
001	900	504900	Workers' Comp	\$ 100	\$ 78	\$ 1	\$ 80	80%
001	900	505000	Retirement	\$ 5,885	\$ 2,984	\$ 496	\$ 4,558	77%
001	900	604000	Unemployment	\$ 30,000	\$ 923	\$ -	\$ 4,441	15%
001	900		PERSONNEL SERVICES	\$ 84,085	\$ 27,945	\$ 4,492	\$ 45,648	54%
001	900	600150	Data Processing Support	\$ 15,000	\$ 11,588	\$ 20	\$ 11,919	79%
001	900	600700	Membership & Subscription	\$ 11,000	\$ 8,546	\$ 338	\$ 9,443	86%
001	900	601700	Insurance	\$ 127,000	\$ 119,010	\$ -	\$ 119,010	94%
001	900	603600	Safety Committee	\$ 5,000	\$ 136	\$ -	\$ 136	3%
001	900	603700	City Council	\$ 6,000	\$ 2,326	\$ 606	\$ 3,404	57%
001	900	603800	Planning Commission	\$ 1,500	\$ 423	\$ -	\$ 747	50%
001	900	603900	Economic Development	\$ 15,000	\$ -	\$ -	\$ -	0%
001	900	603950	Abatement	\$ 75,000	\$ -	\$ -	\$ -	0%
001	900	603975	Contributions	\$ 11,775	\$ 11,775	\$ -	\$ 11,881	101%
001	900	604400	Street Lights	\$ 140,000	\$ 70,850	\$ 11,902	\$ 106,556	76%
001	900	608000	Supplies	\$ 2,000	\$ 1,338	\$ 116	\$ 1,724	86%
001	900	608100	Contract & Other Services	\$ 80,000	\$ 30,282	\$ 8,438	\$ 61,188	76%
001	900	608125	Audit Services	\$ 15,000	\$ -	\$ 15,000	\$ 15,000	100%
001	900		MATERIALS & SERVICES	\$ 504,275	\$ 256,272	\$ 36,419	\$ 341,008	68%
001	900	801000	Unappropriated Surplus	\$ 306,747	\$ -	\$ -	\$ -	0%
001	900		UNAPPROPRIATED	\$ 306,747	\$ -	\$ -	\$ -	0%
001	900	630200	Samaritan Treatment Facility	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	100%
001	900	631980	Greater Toledo Pool District	\$ 38,230	\$ 38,229	\$ -	\$ 38,229	100%
001	900		SPECIAL PAYMENTS	\$ 53,230	\$ 53,229	\$ -	\$ 53,229	100%
			Expense Total	\$ 1,858,337	\$ 337,447	\$ 40,911	\$ 1,149,886	62%

Streets Department

3rd Quarter Financial Report 2022-2023

Period 07 - 09

Fiscal Year 2023

REVENUE

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
011	000	400100	Beginning Fund Balance	\$ (2,489,421)	\$ (2,511,749)	\$ -	\$ (2,511,749)	101%
011	000	400400	Interest	\$ (15,000)	\$ (33,991)	\$ (11,366)	\$ (66,096)	441%
011	000	401300	Natural Gas Franchise	\$ (12,000)	\$ (6,164)	\$ -	\$ (12,607)	105%
011	000	401400	Telephone Franchise	\$ (2,000)	\$ -	\$ -	\$ (1,866)	93%
011	000	401450	Telecommunications Franchise	\$ (2,500)	\$ (1,260)	\$ -	\$ (1,777)	71%
011	000	401500	Television Franchise	\$ (13,000)	\$ (7,277)	\$ -	\$ (10,864)	84%
011	000	401600	Garbage Franchise	\$ (50,000)	\$ (173,268)	\$ -	\$ (199,283)	399%
011	000	401700	Electric Franchise	\$ (550,000)	\$ (263,156)	\$ (36,606)	\$ (395,529)	72%
011	000	402050	Truck Permits	\$ (2,500)	\$ (464)	\$ (72)	\$ (3,000)	120%
011	000	402400	Oregon State Highway Tax	\$ (250,000)	\$ (142,866)	\$ (17,467)	\$ (209,339)	84%
011	000	402700	Refunds & Misc	\$ (5,500)	\$ (7,418)	\$ (150)	\$ (8,183)	149%
011	000	403600	Road Maintenance Fees	\$ (100,000)	\$ (51,958)	\$ (8,817)	\$ (78,478)	78%
011	000	405250	Grants	\$ (100,000)	\$ -	\$ -	\$ -	0%
Revenue Total				\$ 3,591,921	\$ 3,199,571	\$ 74,479	\$ 3,498,770	97%

EXPENSES

011	110	620500	Equipment	\$ 95,000	\$ 96,000	\$ -	\$ 96,000	101%
011	110	620520	Systems	\$ 1,969,181	\$ 63,014	\$ -	\$ 216,331	11%
011	110	620540	Road Maintenance Expenditures	\$ 305,000	\$ -	\$ -	\$ -	0%
011	110	CAPITAL OUTLAY		\$ 2,369,181	\$ 159,014	\$ -	\$ 312,331	13%
011	110	631000	Transfer to PW Equip Reserve	\$ 35,000	\$ -	\$ -	\$ 35,000	100%
011	110	631850	Transfer to Street Reserve	\$ 380,000	\$ -	\$ -	\$ 380,000	100%
011	110	TRANSFERS		\$ 415,000	\$ -	\$ -	\$ 415,000	100%
011	110	640100	Contingency	\$ 228,277	\$ -	\$ -	\$ -	0%
011	110	CONTINGENCY		\$ 228,277	\$ -	\$ -	\$ -	0%
011	110	500010	City Manager	\$ 2,407	\$ 1,065	\$ 183	\$ 1,647	68%
011	110	500015	Asst. City Manager/HR Assist	\$ 4,520	\$ 518	\$ 202	\$ 1,437	32%
011	110	500016	Public Works Director	\$ 30,894	\$ 14,621	\$ 2,413	\$ 22,273	72%
011	110	500020	Accounting Supervisor	\$ 2,873	\$ 1,328	\$ 224	\$ 2,037	71%
011	110	500024	Information Systems Admin	\$ 8,588	\$ 4,003	\$ 668	\$ 6,122	71%

011	110	500026	Public Works Op Supervisor	\$	20,984	\$	9,868	\$	1,661	\$	15,138	72%
011	110	500028	City Recorder	\$	1,555	\$	747	\$	121	\$	1,131	73%
011	110	500030	Lead/Senior Facility Ops	\$	21,429	\$	2,434	\$	-	\$	2,434	11%
011	110	500045	Maintenance Worker 4B	\$	26,997	\$	12,216	\$	2,007	\$	18,465	68%
011	110	500046	Maint Worker 4A	\$	16,198	\$	7,258	\$	1,397	\$	8,655	53%
011	110	500053	Accounting Clerk 3	\$	4,901	\$	2,386	\$	-	\$	2,386	49%
011	110	500057	Muni/Ground Maint Worker	\$	80,283	\$	37,206	\$	4,274	\$	54,761	68%
011	110	500082	City Planner	\$	5,568	\$	2,595	\$	433	\$	3,968	71%
011	110	500084	Assistant Planner	\$	5,740	\$	2,772	\$	459	\$	4,078	71%
011	110	501400	Call Time	\$	6,500	\$	3,163	\$	528	\$	4,917	76%
011	110	501500	Overtime	\$	2,500	\$	1,900	\$	456	\$	2,844	114%
011	110	504700	Social Security	\$	15,006	\$	7,794	\$	1,121	\$	11,395	76%
011	110	504800	Health Insurance	\$	50,290	\$	23,364	\$	3,492	\$	34,299	68%
011	110	504900	Workers' Comp	\$	14,000	\$	11,160	\$	5	\$	11,175	80%
011	110	505000	Retirement	\$	33,030	\$	15,289	\$	2,231	\$	22,383	68%
011	110		PERSONNEL SERVICES	\$	354,263	\$	161,687	\$	21,875	\$	231,546	65%
011	110	600100	Office Supplies	\$	500	\$	214	\$	42	\$	490	98%
011	110	600210	Electricity	\$	7,000	\$	5,831	\$	628	\$	8,171	117%
011	110	600220	Communication Services	\$	2,500	\$	333	\$	34	\$	519	21%
011	110	600250	Alarms	\$	2,500	\$	937	\$	322	\$	1,694	68%
011	110	600300	Equipment Repair	\$	15,000	\$	3,380	\$	1,829	\$	9,990	67%
011	110	600350	Vehicle Maint & Repair	\$	10,000	\$	2,725	\$	866	\$	5,381	54%
011	110	600400	Facility Needs	\$	200	\$	5	\$	-	\$	5	2%
011	110	600420	Systems Repair	\$	90,000	\$	22,734	\$	19,835	\$	43,550	48%
011	110	600600	Travel & Training	\$	500	\$	288	\$	105	\$	502	100%
011	110	600700	Membership & Subscription	\$	500	\$	187	\$	-	\$	187	37%
011	110	601500	Gas, Oil & Tires	\$	20,000	\$	5,524	\$	696	\$	8,389	42%
011	110	601700	Insurance	\$	22,000	\$	23,519	\$	-	\$	23,519	107%
011	110	607500	Special Purchases	\$	3,500	\$	319	\$	144	\$	549	16%
011	110	608000	Supplies	\$	25,000	\$	8,151	\$	469	\$	18,328	73%
011	110	608100	Contract & Other Services	\$	14,000	\$	10,620	\$	925	\$	12,771	91%
011	110	608175	Street Sweeping	\$	12,000	\$	5,551	\$	-	\$	10,997	92%
011	110		MATERIALS & SERVICES	\$	225,200	\$	90,316	\$	25,896	\$	145,041	64%
Expense Total				\$	3,591,921	\$	411,017	\$	47,771	\$	1,103,918	31%
NET						\$	2,788,554	\$	26,708	\$	2,394,852	

Water Department

3rd Quarter Financial Report 2022-2023

Period 07 - 09

Fiscal Year 2023

WATER REVENUE

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
012	000	400100	Beginning Fund Balance	\$ (954,587)	\$ (872,005)	\$ -	\$ (872,005)	91%
012	000	400400	Interest	\$ (1,200)	\$ (2,458)	\$ (822)	\$ (4,780)	398%
012	000	402700	Refunds & Misc	\$ (1,000)	\$ (881)	\$ (7)	\$ (1,449)	145%
012	000	402730	Haulable Water	\$ (1,400)	\$ (2,400)	\$ -	\$ (2,500)	179%
012	000	403700	Sale of Water	\$ (1,442,000)	\$ (809,964)	\$ (133,788)	\$ (1,217,739)	84%
012	000	403800	Meter Charges-Connection Fees	\$ (2,500)	\$ (10,463)	\$ (900)	\$ (16,281)	651%
012	000	403900	Service Fees	\$ (1,800)	\$ (1,330)	\$ (144)	\$ (1,826)	101%
012	000	403950	Delinquent Fees	\$ (10,000)	\$ (9,480)	\$ (1,389)	\$ (14,713)	147%
012	000	404100	Sale of Water to Seal Rock	\$ (100,000)	\$ (142,072)	\$ -	\$ (144,589)	145%
012	000	404125	H2O Program Donations	\$ (600)	\$ (337)	\$ (65)	\$ (502)	84%
012	000	404130	Fees and Adjustments	\$ (100)	\$ -	\$ -	\$ -	0%
012	000	404200	Water Deposit	\$ -	\$ (1,015)	\$ (145)	\$ (1,450)	0%
Revenue Total				\$ 2,515,187	\$ 1,852,405	\$ 137,260	\$ 2,277,833	91%

WATER PLANT EXPENSES

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
012	120	620500	Equipment	\$ 15,000	\$ 6,784	\$ -	\$ 6,784	45%
012	120		CAPITAL OUTLAY	\$ 15,000	\$ 6,784	\$ -	\$ 6,784	45%
012	120	631000	Transfer to PW Reserve	\$ 12,500	\$ -	\$ -	\$ 12,500	100%
012	120	631800	Transfer to Water Reserve	\$ 124,700	\$ -	\$ -	\$ 124,700	100%
012	120		TRANSFERS	\$ 137,200	\$ -	\$ -	\$ 137,200	100%
012	120	500010	City Manager	\$ 1,204	\$ 532	\$ 92	\$ 823	68%
012	120	500015	Asst. City Manager/HR Assist	\$ 4,520	\$ 518	\$ 202	\$ 1,437	32%
012	120	500016	Public Works Director	\$ 15,447	\$ 7,311	\$ 1,207	\$ 11,136	72%
012	120	500020	Accounting Supervisor	\$ 2,873	\$ 1,328	\$ 224	\$ 2,037	71%
012	120	500024	Information Systems Admin	\$ 8,588	\$ 4,003	\$ 668	\$ 6,122	71%
012	120	500028	City Recorder	\$ 777	\$ 373	\$ 61	\$ 565	73%
012	120	500030	Lead/Senior Facility Ops	\$ 66,140	\$ 30,693	\$ 5,251	\$ 46,683	71%
012	120	500038	Facility Ops	\$ 59,271	\$ 27,980	\$ -	\$ 27,980	47%
012	120	500048	Facility Operator Trainee	\$ 26,770	\$ 12,087	\$ 2,022	\$ 18,154	68%
012	120	500053	Accounting Clerk 3	\$ 4,901	\$ 2,387	\$ -	\$ 2,387	49%
012	120	500066	Utility Billing Clerk 1	\$ 6,944	\$ 3,319	\$ 558	\$ 4,995	72%
012	120	500082	City Planner	\$ 5,568	\$ 2,595	\$ 433	\$ 3,968	71%
012	120	500084	Assistant Planner	\$ 2,649	\$ 1,279	\$ 212	\$ 1,882	71%

012	120	501400	Call Time	\$	23,000	\$	10,183	\$	1,367	\$	14,035	61%
012	120	501500	Overtime	\$	20,000	\$	2,673	\$	-	\$	4,666	23%
012	120	504700	Social Security	\$	15,500	\$	8,044	\$	921	\$	11,013	71%
012	120	504800	Health Insurance	\$	25,132	\$	19,188	\$	2,419	\$	26,724	106%
012	120	504900	Workers' Comp	\$	4,950	\$	7,188	\$	4	\$	7,199	145%
012	120	505000	Retirement	\$	28,622	\$	12,686	\$	1,810	\$	18,436	64%
012	120		PERSONNEL SERVICES	\$	322,856	\$	154,367	\$	17,449	\$	210,243	65%
012	120	600100	Office Supplies	\$	600	\$	61	\$	11	\$	82	14%
012	120	600150	Data Processing Support	\$	5,000	\$	2,632	\$	1,027	\$	4,549	91%
012	120	600210	Electricity	\$	62,000	\$	25,579	\$	5,057	\$	41,865	68%
012	120	600220	Communication Services	\$	9,000	\$	3,650	\$	752	\$	5,748	64%
012	120	600250	Alarms	\$	3,000	\$	874	\$	291	\$	1,310	44%
012	120	600300	Equipment Maint & Repair	\$	10,000	\$	5,928	\$	782	\$	6,711	67%
012	120	600350	Vehicle Maint & Repair	\$	1,000	\$	299	\$	-	\$	489	49%
012	120	600400	Facility Needs	\$	10,000	\$	5,594	\$	-	\$	5,974	60%
012	120	600420	Systems Repair	\$	8,000	\$	774	\$	2,558	\$	4,141	52%
012	120	600600	Travel & Training	\$	1,500	\$	632	\$	185	\$	817	54%
012	120	600700	Membership & Subscription	\$	3,000	\$	2,327	\$	-	\$	2,727	91%
012	120	601500	Gas, Oil & Tires	\$	4,000	\$	1,986	\$	167	\$	2,437	61%
012	120	601700	Insurance	\$	38,000	\$	38,363	\$	-	\$	38,363	101%
012	120	607500	Special Purchases	\$	20,000	\$	12	\$	-	\$	12	0%
012	120	608000	Supplies	\$	50,000	\$	14,765	\$	2,659	\$	22,777	46%
012	120	608100	Contract & Other Services	\$	39,000	\$	12,185	\$	1,126	\$	14,157	36%
012	120		MATERIALS & SERVICES	\$	264,100	\$	115,661	\$	14,615	\$	152,157	58%

WATER PLANT EXPENSE TOTAL	\$	739,156	\$	276,812	\$	32,065	\$	506,384	69%
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WATER DISTRIBUTION EXPENSES

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
012	125	631000	Transfer to PW Reserve	\$ 12,500	\$ -	\$ -	\$ 12,500	100%
012	125	631800	Transfer to Water Reserve	\$ 528,042	\$ -	\$ -	\$ 528,042	100%
012	125		TRANSFERS	\$ 540,542	\$ -	\$ -	\$ 540,542	100%
012	125	640100	Contingency	\$ 300,000	\$ -	\$ -	\$ -	0%
012	125		CONTINGENCY	\$ 300,000	\$ -	\$ -	\$ -	0%
012	125	500010	City Manager	\$ 1,204	\$ 532	\$ 92	\$ 823	68%
012	125	500015	Asst. City Manager/HR Assist	\$ 4,520	\$ 518	\$ 202	\$ 1,437	32%
012	125	500016	Public Works Director	\$ 15,447	\$ 7,311	\$ 1,207	\$ 11,136	72%
012	125	500020	Accounting Supervisor	\$ 2,873	\$ 1,328	\$ 224	\$ 2,037	71%
012	125	500024	Information Systems Admin	\$ 8,588	\$ 4,003	\$ 668	\$ 6,122	71%
012	125	500026	Public Works Op Supervisor	\$ 20,984	\$ 9,868	\$ 1,660	\$ 15,137	72%
012	125	500028	City Recorder	\$ 777	\$ 373	\$ 61	\$ 565	73%
012	125	500030	Lead/Senior Facility Ops	\$ 21,429	\$ 2,434	\$ -	\$ 2,434	11%

012	125	500045	Maint Worker 4B/Maint Tech	\$	13,499	\$	6,108	\$	1,003	\$	9,232	68%
012	125	500046	Maint Worker 4A/Equip Op	\$	18,898	\$	8,468	\$	1,630	\$	10,098	53%
012	125	500053	Accounting Clerk 3	\$	4,901	\$	2,387	\$	-	\$	2,387	49%
012	125	500054	Maint/Clerical Worker 3	\$	29,593	\$	14,989	\$	2,358	\$	22,395	76%
012	125	500057	Maintenance Worker 2	\$	26,832	\$	19,099	\$	2,135	\$	27,777	104%
012	125	500066	Utility Billing Clerk 1	\$	11,573	\$	5,532	\$	931	\$	8,325	72%
012	125	500082	City Planner	\$	5,568	\$	2,595	\$	433	\$	3,968	71%
012	125	500084	Assistant Planner	\$	5,740	\$	2,772	\$	459	\$	4,078	71%
012	125	501400	Call Time	\$	5,500	\$	3,661	\$	539	\$	5,435	99%
012	125	501500	Overtime	\$	3,000	\$	2,724	\$	439	\$	4,020	134%
012	125	504700	Social Security	\$	13,842	\$	6,817	\$	1,042	\$	9,990	72%
012	125	504800	Health Insurance	\$	56,394	\$	23,034	\$	3,718	\$	34,211	61%
012	125	504900	Workers' Comp	\$	8,828	\$	504	\$	5	\$	517	6%
012	125	505000	Retirement	\$	27,907	\$	13,534	\$	2,084	\$	19,801	71%
012	125		PERSONNEL SERVICES	\$	307,897	\$	138,591	\$	20,888	\$	201,928	66%
012	125	600100	Office Supplies	\$	5,000	\$	2,070	\$	418	\$	3,352	67%
012	125	600150	Data Processing Support	\$	9,000	\$	4,184	\$	1,027	\$	6,101	68%
012	125	600210	Electricity	\$	10,300	\$	3,905	\$	875	\$	6,881	67%
012	125	600220	Communication Services	\$	3,000	\$	333	\$	35	\$	511	17%
012	125	600250	Alarms	\$	1,200	\$	-	\$	-	\$	-	0%
012	125	600300	Equipment Maint & Repair	\$	6,000	\$	1,048	\$	986	\$	2,119	35%
012	125	600350	Vehicle Maint & Repair	\$	4,000	\$	993	\$	-	\$	1,700	43%
012	125	600400	Facility Needs	\$	2,000	\$	-	\$	-	\$	-	0%
012	125	600420	Systems Repair	\$	65,000	\$	2,902	\$	45,364	\$	62,124	96%
012	125	600600	Travel & Training	\$	3,000	\$	3,612	\$	195	\$	3,807	127%
012	125	600700	Membership & Subscription	\$	1,500	\$	2,200	\$	-	\$	3,335	222%
012	125	601500	Gas, Oil & Tires	\$	16,000	\$	6,227	\$	696	\$	8,683	54%
012	125	601700	Insurance	\$	9,500	\$	11,834	\$	-	\$	11,834	125%
012	125	603980	H2O Program Expenses	\$	400	\$	-	\$	-	\$	-	0%
012	125	607500	Special Purchases	\$	10,000	\$	439	\$	6,290	\$	7,553	76%
012	125	608000	Supplies	\$	40,000	\$	12,503	\$	4,112	\$	20,076	50%
012	125	608100	Contract & Other Services	\$	23,000	\$	17,170	\$	2,304	\$	29,535	128%
012	125		MATERIALS & SERVICES	\$	208,900	\$	69,421	\$	62,302	\$	167,611	80%
012	125	702000	2012 Debt Repayment/Bond 2016	\$	277,500	\$	-	\$	277,500	\$	277,500	100%
012	125	702500	Rev Bond 2016 - Interet/Fees	\$	141,192	\$	70,596	\$	70,596	\$	141,192	100%
012	125		DEBT SERVICES	\$	418,692	\$	70,596	\$	348,096	\$	418,692	100%

WATER DISTRIBUTION EXPENSE TOTAL	\$	1,776,031	\$	278,608	\$	431,286	\$	1,328,773	75%
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NET TOTALS	\$	1,296,985	\$	(326,091)	\$	442,675
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Sewer Department

3rd Quarter Financial Report 2022-2023

Period 07 - 09
Fiscal Year 2023

REVENUE

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
013	000	400100	Beginning Fund Balance	\$ (619,634)	\$ (623,827)	\$ -	\$ (623,827)	101%
013	000	400400	Interest	\$ (1,800)	\$ (3,967)	\$ (1,327)	\$ (7,714)	429%
013	000	402700	Refunds & Misc	\$ (4,000)	\$ (1,281)	\$ (7)	\$ (3,600)	90%
013	000	402720	Public Works Inspection Fee	\$ (300)	\$ (161)	\$ -	\$ (161)	54%
013	000	404400	Sewer Charges	\$ (1,500,000)	\$ (836,717)	\$ (145,348)	\$ (1,270,880)	85%
013	000	404500	Sewer Connection Fees	\$ -	\$ (130)	\$ -	\$ (130)	0%
Revenue Total				\$ 2,125,734	\$ 1,466,082	\$ 146,682	\$ 1,906,311	90%

SEWER PLANT EXPENSES

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
013	130	631000	Transfer to PW Reserve	\$ 12,500	\$ -	\$ -	\$ 12,500	100%
013	130	631900	Transfer to Sewer Reserve	\$ 50,000	\$ -	\$ -	\$ 50,000	100%
013	130		TRANSFERS	\$ 62,500	\$ -	\$ -	\$ 62,500	100%
013	130	500010	City Manager	\$ 1,204	\$ 532	\$ 92	\$ 823	68%
013	130	500015	Asst. City Manager/HR Assist	\$ 4,520	\$ 518	\$ 202	\$ 1,437	32%
013	130	500016	Public Works Director	\$ 15,447	\$ 7,311	\$ 1,207	\$ 11,136	72%
013	130	500020	Accounting Supervisor	\$ 2,873	\$ 1,328	\$ 224	\$ 2,037	71%
013	130	500024	Information Systems Admin	\$ 8,588	\$ 4,003	\$ 668	\$ 6,122	71%
013	130	500028	City Recorder	\$ 777	\$ 373	\$ 61	\$ 565	73%
013	130	500030	Lead/Senior Facility Ops	\$ 67,956	\$ 32,986	\$ 6,147	\$ 49,926	73%
013	130	500038	Facility Ops	\$ 59,645	\$ 28,733	\$ 4,957	\$ 43,083	72%
013	130	500048	Facility Operator Trainee	\$ 26,770	\$ 12,087	\$ 2,022	\$ 18,154	68%
013	130	500053	Accounting Clerk 3	\$ 4,901	\$ 2,387	\$ -	\$ 2,387	49%
013	130	500066	Utility Billing Clerk 1	\$ 6,944	\$ 3,319	\$ 558	\$ 4,995	72%
013	130	500082	City Planner	\$ 5,568	\$ 2,595	\$ 433	\$ 3,968	71%
013	130	500084	Assistant Planner	\$ 2,749	\$ 1,280	\$ 212	\$ 1,882	68%
013	130	501400	Call Time	\$ 25,000	\$ 10,231	\$ 2,038	\$ 16,281	65%
013	130	501500	Overtime	\$ 14,000	\$ 4,405	\$ 630	\$ 6,488	46%
013	130	504700	Social Security	\$ 17,500	\$ 8,354	\$ 1,449	\$ 12,613	72%
013	130	504800	Health Insurance	\$ 52,500	\$ 27,576	\$ 4,538	\$ 41,249	79%
013	130	504900	Workers' Comp	\$ 8,500	\$ 4,736	\$ 5	\$ 4,752	56%
013	130	505000	Retirement	\$ 28,500	\$ 15,525	\$ 2,874	\$ 23,926	84%
013	130		PERSONNEL SERVICES	\$ 353,942	\$ 168,277	\$ 28,316	\$ 251,825	71%

013	130	600100	Office Supplies	\$	500	\$	61	\$	11	\$	82	16%
013	130	600150	Data Processing Support	\$	7,000	\$	2,632	\$	1,027	\$	4,549	65%
013	130	600210	Electricity	\$	48,000	\$	18,016	\$	3,048	\$	27,597	57%
013	130	600220	Communication Services	\$	3,500	\$	1,093	\$	168	\$	1,568	45%
013	130	600250	Alarms	\$	2,500	\$	-	\$	-	\$	-	0%
013	130	600300	Equipment Maint & Repair	\$	20,000	\$	3,721	\$	-	\$	5,352	27%
013	130	600350	Vehicle Maint & Repair	\$	500	\$	-	\$	-	\$	-	0%
013	130	600400	Facility Needs	\$	5,000	\$	2,053	\$	336	\$	2,433	49%
013	130	600420	Systems Repair	\$	67,000	\$	14,354	\$	-	\$	27,270	41%
013	130	600600	Travel & Training	\$	1,500	\$	1,367	\$	-	\$	1,367	91%
013	130	600700	Membership & Subscription	\$	1,500	\$	377	\$	-	\$	377	25%
013	130	601500	Gas, Oil & Tires	\$	3,000	\$	1,615	\$	-	\$	1,679	56%
013	130	601700	Insurance	\$	52,000	\$	49,907	\$	-	\$	49,907	96%
013	130	607500	Special Purchases	\$	10,000	\$	510	\$	-	\$	510	5%
013	130	608000	Supplies	\$	55,000	\$	30,173	\$	9,519	\$	47,143	86%
013	130	608100	Contract & Other Services	\$	32,000	\$	6,925	\$	1,181	\$	8,433	26%
013	130		MATERIALS & SERVICES	\$	309,000	\$	132,803	\$	15,290	\$	178,266	58%

SEWER PLANT EXPENSE TOTAL

\$	725,442	\$	301,080	\$	43,607	\$	492,591	68%
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SEWER COLLECTION EXPENSES

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
013	135	631000	Transfer to PW Reserve	\$ 12,500	\$ -	\$ -	\$ 12,500	100%
013	135	631900	Transfer to Sewer Reserve	\$ 611,895	\$ -	\$ -	\$ 611,895	100%
013	135		TRANSFERS	\$ 624,395	\$ -	\$ -	\$ 624,395	100%
013	135	640100	Contingency	\$ 100,000	\$ -	\$ -	\$ -	0%
013	135		CONTINGENCY	\$ 100,000	\$ -	\$ -	\$ -	0%
013	135	500010	City Manager	\$ 1,204	\$ 532	\$ 92	\$ 823	68%
013	135	500015	Asst. City Manager/HR Assist	\$ 4,520	\$ 518	\$ 202	\$ 1,437	32%
013	135	500016	Public Works Director	\$ 15,447	\$ 7,311	\$ 1,207	\$ 11,137	72%
013	135	500020	Accounting Supervisor	\$ 2,873	\$ 1,328	\$ 224	\$ 2,037	71%
013	135	500024	Information Systems Admin	\$ 8,588	\$ 4,003	\$ 668	\$ 6,122	71%
013	135	500026	Public Works Op Supervisor	\$ 20,984	\$ 9,868	\$ 1,660	\$ 15,138	72%
013	135	500028	City Recorder	\$ 777	\$ 373	\$ 61	\$ 565	73%
013	135	500030	Lead/Senior Facility Ops	\$ 21,429	\$ 2,434	\$ -	\$ 2,434	11%
013	135	500045	Maint Worker 4B/Maint Tech	\$ 13,499	\$ 6,108	\$ 1,003	\$ 9,232	68%
013	135	500046	Maint Worker 4A/Equip Op	\$ 18,898	\$ 8,468	\$ 1,630	\$ 10,098	53%
013	135	500053	Accounting Clerk 3	\$ 4,901	\$ 2,387	\$ -	\$ 2,387	49%
013	135	500054	Maint/Clerical Worker 3	\$ 29,593	\$ 14,989	\$ 2,358	\$ 22,395	76%
013	135	500057	Maintenance Worker 2	\$ 25,970	\$ 18,107	\$ 2,139	\$ 26,985	104%

013	135	500066	Utility Billing Clerk 1	\$	11,573	\$	5,532	\$	931	\$	8,325	72%
013	135	500082	City Planner	\$	5,568	\$	2,595	\$	433	\$	3,968	71%
013	135	500084	Assistant Planner	\$	5,740	\$	2,772	\$	459	\$	4,078	71%
013	135	501400	Call Time	\$	6,500	\$	3,394	\$	568	\$	4,939	76%
013	135	501500	Overtime	\$	3,000	\$	2,058	\$	588	\$	3,651	122%
013	135	504700	Social Security	\$	13,445	\$	6,677	\$	1,057	\$	9,874	73%
013	135	504800	Health Insurance	\$	49,377	\$	22,204	\$	3,579	\$	32,965	67%
013	135	504900	Workers' Comp	\$	8,775	\$	504	\$	5	\$	518	6%
013	135	505000	Retirement	\$	27,950	\$	13,247	\$	2,112	\$	19,554	70%
013	135		PERSONNEL SERVICES	\$	300,611	\$	135,409	\$	20,974	\$	198,661	66%
013	135	600100	Office Supplies	\$	4,700	\$	2,070	\$	418	\$	3,352	71%
013	135	600150	Data Processing Support	\$	8,500	\$	4,184	\$	1,027	\$	6,101	72%
013	135	600210	Electricity	\$	36,000	\$	12,849	\$	2,844	\$	23,978	67%
013	135	600220	Communication Services	\$	3,000	\$	333	\$	34	\$	519	17%
013	135	600250	Alarms	\$	5,500	\$	2,906	\$	482	\$	4,358	79%
013	135	600300	Equipment Maint & Repair	\$	16,000	\$	3,513	\$	201	\$	6,345	40%
013	135	600350	Vehicle Maint & Repair	\$	4,000	\$	993	\$	-	\$	1,276	32%
013	135	600400	Building Repair	\$	4,500	\$	760	\$	-	\$	760	17%
013	135	600420	Systems Repair	\$	40,000	\$	7,123	\$	686	\$	7,996	20%
013	135	600600	Travel & Training	\$	2,000	\$	2,462	\$	-	\$	2,462	123%
013	135	600700	Membership & Subscription	\$	600	\$	-	\$	-	\$	-	0%
013	135	601500	Gas, Oil & Tires	\$	15,000	\$	5,744	\$	696	\$	8,551	57%
013	135	601700	Insurance	\$	8,418	\$	10,942	\$	-	\$	10,942	130%
013	135	607500	Special Purchases	\$	20,000	\$	4,522	\$	6,290	\$	10,812	54%
013	135	608000	Supplies	\$	10,000	\$	1,335	\$	26	\$	2,944	29%
013	135	608100	Contract & Other Services	\$	17,000	\$	10,602	\$	-	\$	13,307	78%
013	135		MATERIALS & SERVICES	\$	195,218	\$	70,339	\$	12,705	\$	103,704	53%
013	135	702000	DEQ Loan Repayment-Principal	\$	97,500	\$	-	\$	97,500	\$	97,500	100%
013	135	702500	Rev Bond 2016 - Interest/Fees	\$	49,068	\$	24,804	\$	24,804	\$	49,608	101%
013	135	703000	W/WW Loan 2019 - Principal	\$	33,500	\$	29,034	\$	-	\$	29,034	87%
013	135		DEBT SERVICES	\$	180,068	\$	53,838	\$	122,304	\$	176,142	98%

SEWER COLLECTION EXPENSE TOTAL	\$	1,400,292	\$	259,587	\$	155,983	\$	1,102,903	79%
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NET TOTALS	\$	905,416	\$	(52,908)	\$	310,818
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