

# **CITY OF TOLEDO**

## **2022**

### **BUDGET**



**MAYOR: Steve Dobosh**  
**City Clerk: Michelle Whitten**

**130 N. Second Street**  
**PO Box 236**  
**Toledo, WA 98591**  
**(360) 864-4564**  
**[cityoftoledo@toledotel.com](mailto:cityoftoledo@toledotel.com)**

#### ***COUNCIL MEMBERS***

***Emily Morgan***  
***Eric Hayes***  
***Shelley Thomas***  
***Glenda Forga***  
***Jamie Scalise***

# 2022 City Council Goals

- Work Towards Trail System and Partnerships
- Transportation/Transit/Streetscaping
- Updates to City Hall (modernization)
- Utility Extension to Plomondon
- Going Paperless

# TOLEDO CITY BUDGET 2022

## **TOLEDO CITY COUNCIL**

MAYOR ~ STEVE DOBOSH

Mayor Pro-Tem ~ Eric Hayes

Emily Morgan	Position No. 1	Glenda Forga	Position No. 4
Eric Hayes	Position No. 2	Jamie Scalise	Position No. 5
Shelly Thomas	Position No. 3	Buzzard & O'Rourke	City Attorney

*The City Council meets on the first and third Monday of the month at 6:00 pm. If that Monday falls on a holiday, they will meet the next business day. Meetings are held at the City Council Chambers at City Hall or at the Toledo Senior Center.*

## **TOLEDO PLANNING COMMISSION**

Cindy Samco

Brian Dennis

Stephen Berch

Nora Davis

Daniel Kane

*Planning Commission meets the third Thursday of the month at 6:00 pm. Meetings are held at the City Council Chambers at City Hall or at the Toledo Senior Center.*

## **TOLEDO PARK COMMISSION**

Jamie Cummings

Mike Morgan

Vacant

Jill Davis

Vacant

Mike Fisher

*Park Commission meets the second Wednesday of the month at 3:00 p.m. Meetings are held at the City Council Chambers at City Hall, Kemp Olson Memorial Park or at the Toledo Senior Center.*

## **CIVIL SERVICE COMMISSION**

Jake Morgan

Jerry Pratt

Vacant

Deavon Jacobson

*Civil Service Commission meets on the second Wednesday of the month at 5:00 p.m. Meetings are held at the City Council Chambers at City Hall or at the Toledo Senior Center.*

# City of Toledo

## Directory of Officials

**ELECTED OFFICIALS:**

<b>Position</b>	<b>Term Expiration Date</b>	
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<b>Mayor:</b>	Steve Dobosh (4 yr.) December 31, 2023	Elected to 4 year term 11/2019 Elected to 4 year term 11/2015
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**Council Members:**

Position #1	Emily Morgan (4 yr.) December 31, 2025	Elected to 4 year term 11/2021 Elected to 2 year term 11/2019 Appointed to fill unexpired term 01/2018
Position #2	Eric Hayes (4 yr.) December 31, 2025	Elected to 4 year term 11/2021
Position #3	Michelle Thomas (2 yr.) December 31, 2023	Elected to 2 year term 11/2021 Appointed to fill unexpired term 05/2021
Position #4	Glenda Forga (4 yr.) December 31, 2023	Elected to 4 year term 11/2019 Elected to 4 year term 11/2015
Position #5	Jamie Scalise (2 yr.) December 31, 2023	Appointed to fill unexpired term 11/2021

**Appointed Officials:**

City Manager, Clerk/Treasurer	Michelle Whitten	Appointed October 1996
Public Works Superintendent	Mike Fisher	Appointed September 2019
Police Chief	John Brockmueller	Appointed November 2008
City Attorney	Buzzard & O'Rourke	Appointed June 2014

**Mailing Address:**

City Hall	PO Box 236
	130 N. Second Street
	Toledo, WA 98591
	(360) 864-4564
	Fax: (360) 864-4566
	Email: <a href="mailto:cityoftoledo@toledotel.com">cityoftoledo@toledotel.com</a>

CITY OF TOLEDO  
2022 APPOINTMENTS  
CITY COMMISSIONS & COMMITTEES:

Mayor Pro-Tem for 2022: Eric Hayes

Finance Committee

Michelle Whitten  
Emily Morgan  
Eric Hayes  
Michelle (Shelly) Thomas  
Glenda Forga  
Jamie Scalise

Planning Commission

Brian Dennis – until 12/31/25  
Daniel Kane – until 12/31/25  
Nora Davis – until 12/31/22  
Stephen Birch – until 12/31/22  
Vacant – until 12/31/22

Park Commission

Council Rep. – Emily Morgan  
City Hall Rep. – Jill Davis  
Utility Rep. – Mike Fisher

Civil Service Commission:

Jake Morgan (6yr) (Chairman) – 12/31/23  
Jerry Pratt (2yr) – 12/31/23

City Street Committee

Mike Fisher  
Emily Morgan

Police Committee

Sam Patrick  
Glenda Forga  
Shelly Thomas

Utilities Committee

Mike Fisher  
Eric Hayes  
Shelly Thomas

Park - City Residents Rep.

Vacant – until 12/31/24  
Vacant – until 12/31/24

DWI Task Force

Sam Patrick

City Hall Building Committee

Glenda Forga  
Eric Hayes

Park Committee

Emily Morgan  
Jamie Scalise

Emergency Services Committee

Steve Dobosh  
Michelle Whitten  
Sam Patrick  
Mike Fisher

Park - Toledo Lions Club Rep.

Mike Morgan – until 12/31/22

Park – Vision: Toledo Rep.

Jamie Cummings – until 12/31/22

Vacant (4yr) – 12/31/25

Deavon Jacobson (Secretary)

Homeland Security: Michelle Whitten

Sub - Area Plan Committee: Steve Dobosh and Michelle Whitten

L. C. Solid Waste Disposal Dist. Exec. Advisory Committee: Steve Dobosh or designee\*

Water Resource Inventory Area (WIRA) 25/26 Planning Unit: Steve Dobosh or designee\*

L.C. Public Health Advisory Committee: Steve Dobosh or designee\* (Glenda Forga)

L.C. ESA/CWA Advisory Task Force: Steve Dobosh or designee\*

Traffic Safety Commission (TSC): Steve Dobosh or designee\*

SW Washington Regional Transportation Planning Organization (SWRTPO): Steve Dobosh or designee\*

L. C. Technical Advisory Committee (TAC): Steve Dobosh or designee\*

Vision: Toledo: Steve Dobosh and Michelle Whitten

L. C. Senior Center Transition Team: Michelle Whitten

Personnel Appointments

Police Chief: Sam Patrick  
Manager, Clerk/Treasurer: Michelle Whitten  
Public Works Superintendent: Mike Fisher  
City Attorney: Buzzard & O'Rourke  
Police Officer: Vacant  
Deputy Clerk: Jill Davis  
Public Works Assistant: Jon Cravens  
PD Clerk/Public Records Officer: Deavon Jacobson

L.C. Planned Growth Committee

Steve Dobosh  
Michelle Whitten

Reserve Police Officers

Reserve Sgt. Randy Pennington

By: \_\_\_\_\_

Announced to City Council: January 3, 2022\* Mandatory Mayoral Duty

**2022**  
**CITY OF TOLEDO**  
**SCHEDULE OF SALARIES, WAGES AND BENEFITS**

\*\*\*\*\***SALARIES AND WAGES**\*\*\*\*\*

**Full-Time Employees**

Title	Annual	Monthly	Hourly	Monthly Breakdown Per Fund			
				C.E.	P.D.	C.S.	W.S.
1. Clerk/Treasurer	64,440.00	5,370.00	30.98	2,416.50	268.50		2,685.00
2. Deputy Clerk	44,664.00	3,722.00	21.47	744.40	186.10		2,791.50
3. Wtr/Swr Supt.	64,440.00	5,370.00	30.98			1074.00	4,296.00
4. Maint. Assist.	44,664.00	3,722.00	21.47			744.40	2,977.60
5. Police Chief	64,440.00	5,370.00	30.98		5,370.00		
6. Police SGT	.00	.00	.00			.00	
7. Police Officer	52,200.00	4,350.00	25.10		4,350.00		
8. Public Rec Off/PD Clk	40,200.00	3,350.00	19.33	375.00	1,005.00		1,719.00

**Other Employees**

	Annual	Hourly	C.E.	P.D.	C.S.	W.S.
9. Extra Labor/Maint.					½	½

**Employees also receive longevity pay at the rate of \$5.00 per month, per year worked, in year 2-5, and \$10 per month per year worked after year 6.**

\*\*\*\*\***BENEFITS**\*\*\*\*\*

**All Employees**

1. Social Security: 6.2% paid for by employer and 6.2% paid by employee
2. Medicaid: 1.45% paid for by both employer and employee
3. Unemployment Insurance (paid by the City on all employees except Mayor/Council): Rate .20%
4. New Family and Medical Leave Insurance for 2022 .6% x .6333
5. Labor and Industries (Med-Aid). The composite rate is the total paid between Employer and Employee.

**2021 Rates:**

<u>Class Code</u>	<u>Description</u>	<u>Composite Rate</u>
0803	Cities and Towns All Operations	0.9918
5305	Cities/Towns Admin/Cleric Offc	0.2077
6901	Volunteers/Excl Law Enforc Offc	0.0458
6905	Cities/Towns Law Enforc Officer	1.5732

4. Mileage: Reimbursement to employee who travels on City business in personal vehicle at current State rate.

**Full-Time and Regular Part-Time Employees Only** (regular part-time employees receive pro-rate benefits)

1. Medical Insurance: City pays \$830.00 towards monthly premium and HSA (up to \$150.00) per employee. (any dollars left will go to other employee's medical premium and then split evenly into HSA up to \$150 per employee)
2. Vacation and Sick Leave: See current City Ordinance and Personnel Manual.
3. State Retirement: (Rate x Salary)

		<u>Rate</u>	<u>Rate</u>
PERS Plan II	Employee pays	.0636	Employer pays - .1025
PERS Plan III	Employee pays	Varies	Employer pays - .1025
LEOFF Plan II	Employee pays	.0853	Employer pays - .0530

4. Uniform Allowance: For Police Chief/Officer, Water/Sewer Superintendent, and Assistant as budgeted.
5. New employees are paid on an incremental scale per policy.

## Salary Schedule

<b>2022 Salary Schedule</b>					
<b>Position</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>FTE</b>
<b>Clerk/Treasurer/Manager</b>	3759	4296	4833	5370	1
<b>Police Chief</b>	3759	4296	4833	5370	1
<b>Public Works Supt</b>	3759	4296	4833	5370	1
Deputy Clerk	2605.4	2977.6	3349.8	3722	1
Public Records Off/OD Clerk	2345	2680	3015	3350	1
Maint Assistant	2605.4	2977.6	3349.8	3722	1
Police Officer	3045	3480	3915	4350	1

**City Attorney**

Contracted hourly rate \$200 hr

**Longevity**

Year 2 -5 rate of \$5 per month, per year worked

Year6+ rate of \$10 per month per year worked

# City of Toledo



2022

Facts & Information



# TOLEDO POPULATION COUNTS

1900 - 285  
1910 - 375  
1920 - 324  
1930 - 530

1940 - 523  
1941 -  
1942 -  
1943 -  
1944 -  
1945 - 523  
1946 -  
1947 - 604  
1948 - 604  
1949 -

1950 - 602  
1951 -  
1952 -  
1953 - 579  
1954 -  
1955 - 580  
1956 - 574  
1957 - 561  
1958 - 531  
1959 - 500

1960 - 499  
1961 - 515  
1962 - 559  
1963 - 578  
1964 - 585  
1965 - 583  
1966 - 587  
1967 - 590  
1968 - 600  
1969 - 623

1970 - 653  
1971 - 641  
1972 - 642  
1973 - 633  
1974 - 639  
1975 - 622  
1976 - 634  
1977 - 648  
1978 - 673  
1979 - 666

1980 - 637  
1981 - 620  
1982 - 623  
1983 - 593  
1984 - 565  
1985 - 568  
1986 - 570  
1987 - 656  
1988 - 570  
1989 - 560

1990 - 586  
1991 - 595  
1992 - 625  
1993 - 625  
1994 - 640  
1995 - 690  
1996 - 690  
1997 - 690  
1998 - 692  
1999 - 680

2000 - 682  
2001 - 684  
2002 - 684  
2003 - 685  
2004 - 685  
2005 - 685  
2006 - 687  
2007 - 687  
2008 - 687  
2009 - 692

2010 - 699  
2011 - 725  
2012 - 725  
2013 - 725  
2014 - 725  
2015 - 725  
2016 - 725  
2017 - 725  
2018 - 725  
2019 - 725

2020 - 725  
2021 - 725  
2022 - 735

# TOLEDO MAYORS

***Town of Toledo***  
***City of Toledo***

*Incorporated on September 6, 1892.*  
*Changed from a town classification to an optional code city on September 18, 1975.*

Robert M Stopper	1892 – 1893	1yr	
Frank Thorne	1893 – 1894	1yr	
Ezbon P. Badger	1894 – 1896	2yrs	
J.B. Kandel	1895 – 1896	1yr	
Ehiler H. Nallette	1896 – 1900	4yrs	
Warren D. Kimbrough	1900 – 1901	1yr	
Ezbon P. Badger	1900 – 1902	2yrs	
Grant Arnold	1902 – 1904	2yrs	
John H. Douge	1904 – 1906	2yrs	
Grant Arnold	1906 – 1907	1yr	
George M. Boyles	1907 – 1908	<i>(resigned August 1908)</i>	6 months
Edward L. Wing – <i>Chairman</i>	8-17-1908	1 month	
*Beeman J. Conrad – <i>Town Marshall &amp; acting Mayor</i>	9-21-1908	3 months	
-or-	11-16-1908		
*Bernard L. Conrad	12-14-1908		
	12-22-1908		
John O. Badger – <i>acting Mayor</i> (son of Ezbon P. Badger)	1-12-1909	7 days	
John H. Douge	1-18-1909 – 1912	3yrs	
Dr. Frederick J. Hackney	1912 – 1914	2yrs	
Frederick Williams	1915 – 1918	3yrs	
Dillon S. Farrell	1918 – 1919	1yr	
Richard G. Paxton	1919 – 1920	<i>(resigned 5-17-1920)</i>	5months
John H. Douge	1920 – 1921	1yr	
Mark L. Stewart	1921 – 1926	5yrs	
Joseph M. Boyles	1927 – 1927	1yr	
Argaylis P. Newburn	1928 – 1929	1yr	
John H. Douge	1929 – 1931	2yrs	
Percy E. Ferrier	1931 – 1935	4yrs	
John W. Bickford	1936 – 1940	4yrs	
Lewis Frey	1941 – 1944	<i>(resigned 12-6-1944)</i>	3yrs
Frank H. Thayer	1945 – 1946	1yr	
Earl A. Thayer	1947 – 1948	1yr	
Homer Parr	1948 – 1954	6yrs	
Johnnie Lyon	1954 – 1962	8yrs	
Glen Ramsey	1962 – 1964	2yrs	
Luther Asper	1965 – 1967	2yrs	
Ted Bowen	1967 – 1973	6yrs	
June Nielsen	1973 – 1976	3yrs	

Arthur Lankow	1976 – 1980	4yrs
Shirley Grubb	1980 – 1988	8yrs
Grover Laseke	1988 – 1993	5yrs
Elaine Bowen	1993 – 2003	10yrs
Jerry Pratt	2003 – 2015	12yrs
Steve Dobosh	2016 – Present	

*\*means unknown name spelling*

# TOLEDO COUNCIL MEMBERS

10/18/1892	Edgar Burbee	12/06/1892	2 months
10/18/1892	George W. Dew	12/06/1892	2 months
10/18/1892	Charles Divine	01/18/1895	2yrs 11 months
10/18/1892	Dillon Farell	12/6/1892	2 months
10/18/1892	Warren D. Kimbrough	12/06/1892	3 months
12/06/1892	E. P. Badger	01/08/1895	3yrs
12/06/1892	Jessie Conrad		
12/06/1892	R. D. Galvin		
12/06/1892	H. Hallett		
12/06/1892	J. A. Rundle		
01/29/1919	L. Omeg	01/09/1923	3yrs 11 months
01/19/1920	J. H. Douge		
04/19/1920	F. C. Mehl		
01/06/1921	Jas. M. Alger	01/09/1923	2yrs
01/06/1921	H. E. Brau	01/10/1922	1yr
01/06/1921	T. J. Flauagau	01/10/1922	1yr
01/10/1922	I. W. Shultz	01/09/1923	1yr
01/09/1923	A. B. Arrington		
01/09/1923	W. M. Montague		
01/09/1923	P. Severson	02/06/1928	5yrs 1 month
	A. Newburn	02/06/1928	
01/10/1928	C. L. Knapp	01/06/1930	2yrs
01/10/1928	Grant Packard	01/06/1936	8yrs
	O. M. Layton	01/07/1929	
	Ed A. Merryman	01/07/1929	
02/06/1928	George E. Day	04/01/1929	1yr 2 months
01/07/1929	H. O. Button	01/13/1931	2yrs
01/07/1929	Wendell Lyon	01/08/1940	11yrs
05/20/1929	W. D. Howell	01/19/1932	2yr 5 months
01/06/1930	R. B. Allen	01/04/1932	2yrs
01/13/1931	Roy Bucholz	01/06/1936	5yrs
01/04/1932	John Bickford	12/03/1935	3yrs
01/04/1932	L. J. Weatherwax	01/06/1936	4yrs
01/06/1936	G. H. Mathais	04/20/1936	4 months
01/06/1936	Fred J. Meitzke	07/17/1936	1 month
01/06/1936	A. C. Shives	01/06/1939	3yrs
01/06/1936	Elmer Yates	01/04/1937	1yr
04/20/1936	A. W. Benton	01/08/1940	3yrs 8 months
11/02/1936	Harold B. Lewis	11/11/1937	1yrs 1 month
01/04/1937	Rudy Fluckinger	07/11/1938	1yr 7 months
01/03/1938	Clinton Mehl	12/05/1938	1yr
10/03/1938	Lew Frey		
04/03/1939	Albert Netteland	01/05/1945	5yrs 9 months

01/08/1940	George Churchill	01/06/1941	1yr
01/14/1941	Joe Rice	06/02/1941	5 months
12/02/1941	Spencer Bready	11/02/1942	1yr
12/02/1941	John Lyon	01/07/1946	4yrs 1 month
01/05/1942	L. L. Prince	01/12/1943	1yr
02/02/1942	Virgil Cupp	05/04/1942	3 months
05/28/1942	Frank Thayer	12/04/1944	2yr 6 months
	F. J. Johnson	01/05/1942	
01/12/1943	Rudy Fluckinger	07/06/1948	5yrs 7 months
01/12/1943	Eleanor Moffitt	07/18/1945	2yrs 7 months
01/05/1945	Edwin F. Anderson	06/04/1945	6 months
01/05/1945	Albert Kletsh	01/03/1949	4yrs
07/02/1945	Earl A. Thayer	12/02/1946	1yr 4 months
07/18/1945	A. J. Dawson	01/19/1948	2yrs 8 months
02/04/1946	Raymond Bowen	01/03/1949	4yrs 2 months
01/06/1947	H. B. Thomas	06/05/1950	3yrs 5 months
01/19/1948	Elof Roselle	06/05/1950	2yrs 5 months
07/21/1948	C. P. Schmidt	06/05/1950	1yr 1 month
01/21/1949	J. M. Deaver	06/04/1951	1yr 7 months
01/21/1949	A. L. Rooke		
06/05/1950	R. H. McCarter	06/07/1954	4yrs
06/05/1950	Ves Reuther	06/07/1954	4yrs
06/04/1951	Hugh Kalich	06/01/1953	2yrs
06/01/1953	Leroy Cox	06/02/1958	5yrs
06/01/1953	John Lyon	05/11/1954	1yr
	Albert Netteland	06/07/1954	
07/06/1954	Ray Bowen	11/17/1969	17yrs 9 months
07/06/1954	Lew Frey	06/06/1955	1yr 1 month
07/06/1954	Clifford Lohff	07/02/1956	2yrs
07/06/1954	R. E. Stone	07/02/1956	2yrs
07/05/1955	Howard C. Strout	03/07/1966	10yrs 8 months
07/02/1956	Albert Netteland	06/06/1960	3yrs 11 months
07/02/1956	Howard Turtle	04/02/1962	5yrs 5 months
07/02/1956	Delbert West	09/02/1958	2yrs 2 months
10/07/1957	Orvilla R. Roselle	06/06/1960	2yrs 8 months
07/07/1958	Eugene E. Stone	11/17/1969	11yrs 1 month
07/07/1960	Vernon Hagen	05/01/1961	1yr
07/07/1960	Elof Roselle	04/06/1964	3yrs 10 months
09/05/1961	Glen Ramsey	06/05/1962	1yr 9 months
05/07/1962	Walter McAleny	04/06/1964	1yr 11 months
07/02/1962	Leroy Cox	07/05/1966	4yrs
05/04/1964	Shirley B. Smith	12/29/1973	9yrs 5 months
05/02/1966	Ted Bowen	12/04/1967	3yrs 4 months
07/12/1966	Everett Washburn	12/29/1973	7yrs 6 months
12/04/1967	Henry Hayrynen	06/02/1975	7yrs 7 months
11/17/1969	Avon J. Hill	12/29/1973	4yrs 2 months

12/01/1969	James Bickar	12/29/1973	4yrs
01/07/1974	Norman Koepke	12/31/1976	3yrs
01/07/1974	Robert Trafton	01/05/1976	2yrs
05/06/1974	Jerry Sessions	04/07/1975	1yr
01/05/1976	Ed Fultz	11/06/1978	2yrs 11 months
01/05/1976	John W. Grizzle	07/16/1979	7 months
01/05/1976	Joe Marty	05/16/1978	2yrs 5 months
01/03/1977	June Nielsen	05/19/1980	3yrs 5 months
11/18/1977	Shirley Grubb	02/04/1980	3yrs 1 month
07/03/1978	Melvin W. Roeder	12/15/1980	2yrs 6 months
12/18/1978	Alice A. Ramsey	01/08/1980	1yr 1 month
07/16/1979	Kevin Lane	01/18/1982	2yrs 7 months
01/08/1980	Daniel E. Wallace	12/19/1983	7yrs 10 months
02/04/1980	Arthur Lankow	10/31/1986	6yrs 9 months
05/19/1980	Larry Benfield	01/17/1983	3yrs 7 months
12/15/1980	Raleigh G. Stone	08/01/1983	2yrs 8 months
02/16/1982	Goni Lemmons	12/19/1983	1yr 11 months
02/07/1983	Donald A. Kaiser	07/02/1984	1yr 2 months
09/19/1983	Linda Kaiser	07/02/1984	11 months
	Robert M. Trafton	12/31/1984	
01/03/1984	Elaine Bowen	07/06/1993	8yrs 7 months
01/03/1984	Michael W. Kempf	07/07/1986	1yr 7 months
08/06/1984	John W. Drummond	11/30/1985	7 months
04/01/1985	Dennis Nyberg	01/01/1986	9 months
01/06/1986	Goni Laseke	09/30/1988	2yrs 9 months
05/19/1986	Guy Spratt	08/20/1990	4yrs 4 months
08/04/1986	Grover B. Laseke	01/04/1988	1yr 5 months
11/03/1986	Mike Olson	07/15/1996	9yrs 9 months
04/04/1988	Margaret Barnes	10/17/1994	6yrs 5 months
11/07/1988	Darrell Hill	12/31/1995	7yrs 2 months
10/15/1990	Sallye Johnson	11/01/1993	3yrs 2 months
08/16/1993	Leland Stapleton	11/15/1993	4 months
11/15/1993	Dale Pomeroy	04/10/1997	3yrs 6 months
12/06/1993	Eric Duerst	12/01/1997	4yrs
11/21/1994	Leland Stapleton	12/31/1999	7yrs 2 months
01/02/1996	Buck L. Grizzle	05/31/2001	5yrs 5 months
09/16/1996	Gene McAleny	12/01/1997	1yr 4 months
11/17/1997	Bert Morey	12/31/2001	4yrs 2 months
12/01/1997	Vicki Jerome	09/05/2000	2yrs 10 months
12/01/1997	Carol Turner	12/31/2011	14yrs 1 month

01/03/2000	Gene McAleny	10/01/2002	2yrs 9 months
11/06/2000	Jerry Pratt	12/15/2003	3yrs 2 months
07/16/2001	Brett Martin	12/31/2007	6yrs 6 months
01/01/2002	Steve McNew	12/31/2009	8yrs
01/07/2003	Jim Williams	10/18/2010	7yrs 10 months
01/01/2004	Carol Hill	03/15/2021	16yrs 3 months
1/08/2008	Bert Morey	12/31/2011	4yrs
01/01/2010	Guy Spratt	12/31/2013	4yrs
02/07/2011	Nathan Cook	12/31/2015	3yrs 11 months
12/31/2011	Steve Dobosh	12/31/2015	4yrs
02/01/2012	Mike Thomas	12/31/2015	3yrs 11 months
01/1/2014	James Fluckinger	12/21/2017	3 yrs
01/01/2016	Glenda Forga	<i>Present</i>	
01/01/2016	Guy Spratt	9/21/2020	3yrs 9 months
01/19/2016	Greg Morosoff	03/04/2018	2yrs 1 month
01/01/2018 (DECLINED)	Eric Duerst		
01/16/2018	Emily Morgan	<i>Present</i>	
04/01/2019	Ron Nuemann	12/31/2021	2yrs 8 months
10/1/2020	Gary Reboin	12/31/2021	1yr 3 months
05/17/2021	Michelle (Shelley) Thomas	<i>Present</i>	
12/06/2021	Jamie Scalise	<i>Present</i>	
01/03/2022	Eric Hayes	<i>Present</i>	

# TOLEDO CITY CLERKS

F.H THORNE	1892-1892	0yrs
RC LAUGE	1892-1892	0yrs
WR COBB	1893-1895	3yrs
HOMER DORLUND	1895-1895	0yrs
GRANT ARNOLD	1895-1902	7yrs
FRED MARTIN	1902-1903	1yr
GW DENNY	1903-1906	3yrs
DS FARRELL	1906-1906	0yrs
HO STOVE	1906-1907	1yr
GM BOYLES	1907-1907	0yrs
MH CARPENTER	1907-1910	3yrs
HO STOVE*	1910-1911	1yr
JESS MANTLE	1911-1912	1yr
FRED MARTIN*	1912-1917	5yrs
LETTIE SCHULTZ	1917-1918	1yr
MARK STEWART	1918-1921	3yrs
JE STEINBERGER	1921-1922	1yr
GEORGE DEW	1922-1923	1yr
ME CROOP	1923-1928	5yrs
EL WING	1928-1928	0yrs
LEACH	1928-1935	7yrs
WJ HILLIGOS	1935-1941	6yrs
LB HILLIGOS (wife of WJ Hilligos)	1941-1948	7yrs
FLORENCE SHERMAN	1948-1953	5yrs
MARJORIE CARPENTER	1953-1969	16yrs
WILMA COLLINS	1969-1979	10yrs
MOLLY COUNTS	1979-1983	4yrs
DIANE THAYER	1983-1983	0yrs
MOLLY COUNTS*	1983-1986	4yrs
MARY BENSON	1986-1986	0yrs
TERRY MCFARLAND	1986-1988	2yrs
JACQUIE JAQUE	1988-1989	1yr
VAL MARTY	1989-1996	7yrs
MICHELLE WHITTEN	1996-Present	

*\*represents 2<sup>nd</sup> appointment*



# TOLEDO CITY CLERKS OFFICE

## 1979

MOLLY COUNTS  
WILMA COLLINS  
DIANE THAYER

## 1980

MOLLY COUNTS  
WILMA COLLINS  
DIANE THAYER  
KANDY COLLINS

## 1981

MOLLY COUNTS  
WILMA COLLINS  
DIANE THAYER  
KANDY COLLINS

## 1982

MOLLY COUNTS  
WILMA COLLINS  
DIANE THAYER  
KANDY COLLINS

## 1983

MOLLY COUNTS  
WILMA COLLINS  
DIANE THAYER  
KANDY COLLINS – 4yrs

## 1984

MOLLY COUNTS  
WILMA COLLINS  
DIANE THAYER  
VICKIE DAVIS – 1yr  
LESTA MOORE

## 1985

MOLLY COUNTS  
WILMA COLLINS  
DIANE THAYER  
LESTA MOORE

## 1986

MOLLY COUNTS  
WILMA COLLINS – 8yrs  
DIANE THAYER  
LESTA MOORE  
TERRY MCFARLAND  
KANDY COLLINS – 1yr  
MARY BENSON – 1yr

## 1987

MOLLY COUNTS – 9yrs  
TERRY MCFARLAND – 2yrs  
DIANE THAYER – 9yrs  
LESTA MOORE  
DARLA MILLER – 1yr  
CHERIE STONE

## 1988

TANYA ALBRIGH  
VAL MARTY  
JACKIE JACQUE  
LESTA MOORE  
CHIERIE STONE

## 1989

TANYA ALBRIGH  
VAL MARTY  
JACKIE JACQUE  
LESTA MOORE – 6yrs  
CHERIE STONE – 3yrs

## 1990

TANYA ALBRIGHT – 3yrs  
VAL MARTY  
JACKIE JACQUE – 3yrs  
D. LINGENFELTER – 1yr

## 1991

VAL MARTY  
LESTA MOORE – 1yr  
LORETTA OBERG

## 1992

VAL MARTY  
LORETTA OBERG

## 1993

VAL MARTY  
LORETTA OBERG  
D. LINGENFELTER – 1yr

## 1994

VAL MARTY  
LORETTA OBERG – 4yrs  
MICHELLE WHITTEN

## 1995

VAL MARTY  
MICHELLE WHITTEN  
KELLY WOODS

## 1996

VAL MARTY – 8yrs  
MICHELLE WHITTEN  
KELLY WOODS – 2yrs  
MELODY WINTERS  
GLENDA FORGA

**1997**

MICHELLE WHITTEN  
GLENDA FORGA  
MELODY WINTERS – 2yrs  
PRACILLA FERGUSON

**1998**

MICHELLE WHITTEN  
GLENDA FORGA  
CORINA VOYLES  
PRACILLA FERGUSON – 2yrs

**1999**

MICHELLE WHITTEN  
GLENDA FORGA – 4yrs  
CORINA VOYLES – 2yrs

**2000**

MICHELLE WHITTEN  
CORINA THURLOW  
PRACILLA CARTER  
JILL ALLISON

**2001**

MICHELLE WHITTEN  
CORINA THURLOW  
JILL ALLISON

**2002**

MICHELLE WHITTEN  
CORINA THURLOW  
JILL ALLISON

**2003**

MICHELLE WHITTEN  
CORINA THURLOW – 6yrs  
JILL ALLISON

**2004**

MICHELLE WHITTEN  
JILL ALLISON  
DORI KEARNEY

**2005**

MICHELLE WHITTEN  
JILL ALLISON  
DORI KEARNEY

**2006**

MICHELLE WHITTEN  
JILL ALLISON  
DORI KEARNEY - 3yrs  
GINNIE CHRISTIENSEN - 1yr

**2007**

MICHELLE WHITTEN  
JILL ALLISON  
DEAVON JACOBSON

**2008**

MICHELLE WHITTEN  
JILL ALLISON  
DEAVON JACOBSON

**2009**

MICHELLE WHITTEN  
JILL ALLISON  
DEAVON JACOBSON

**2010**

MICHELLE WHITTEN  
JILL ALLISON  
DEAVON JACOBSON

**2011**

MICHELLE WHITTEN  
JILL DAVIS  
DEAVON JACOBSON

**2012**

MICHELLE WHITTEN  
JILL ALLISON  
DEAVON JACOBSON

**2013**

MICHELLE WHITTEN  
JILL DAVIS  
DEAVON JACOBSON

**2014**

MICHELLE WHITTEN  
JILL DAVIS  
DEAVON JACOBSON

**2015**

MICHELLE WHITTEN  
JILL DAVIS  
DEAVON JACOBSON

**2016**

MICHELLE WHITTEN  
JILL DAVIS  
DEAVON JACOBSON

**2017**

MICHELLE WHITTEN  
JILL DAVIS  
DEAVON JACOBSON

**2018**

MICHELLE WHITTEN  
JILL DAVIS  
DEAVON JACOBSON

**2019**

MICHELLE WHITTEN – 25yrs  
JILL DAVIS – 20yrs  
DEAVON JACOBSON – 13yrs

**2020**

MICHELLE WHITTEN – 26yrs  
JILL DAVIS – 21yrs  
DEAVON JACOBSON – 14yrs

**2021**

MICHELLE WHITTEN – 27yrs

JILL DAVIS – 22yrs

DEAVON JACOBSON – 15yrs

**2022**

MICHELLE WHITTEN – 28yrs

JILL DAVIS – 22yrs

DEAVON JACOBSON – 16yrs

# Toledo

## Town Marshals & Police Chiefs

Cris Olson	1892 - 1894	2yrs
F. H. Thorne	1894 - 1895	1yr
E. L. Beele	1895 - 1896	1yr
B. Conrad	1896 - 1897	1yr
J. A. Smith	1897 - 1898	1yr
F. Koontz	1898 - 1901	3yrs
J. D. Perry	1901 - 1902	1yr
J. H. Spangler	1902 - 1903	1yr
J. D. Perry	1903 - 1903	6mo
A. E. Thome	1903 - 1903	4mo
T. Scales	1903 - 1904	6mo
J. E. Steinberger	1904 - 1905	6mo
O. R. Lyon	1905 - 1906	1yr
J. Dvron	1906 - 1906	3mo
A. E. Thome	1906 - 1909	3yrs
G. Packard	1909 - 1909	6mo
R. L. Calvin	1909 - 1910	1 1/2 yrs
E. L. Hughes	1910 - 1913	3yrs
B. Conrad	1913 - 1921	8 yrs
M.E. Croop	1921 - 1928	7 yrs
William Leach	1928 - 1935	6 1/2 yrs
L. B. Henery	1935 - 1935	1 mo
W. J. Hilligoss	1935 - 1948	12 yrs 8 mo
D. S. Wade	1949 - 1954	5 yrs
J. E. Lewther	1954 - 1954	6 mo
E. X. Thomas	1954 - 1954	6 mo
J. Steensland	1954 - 1958	4 yrs
T. Condriff	1958 - 1960	2 yrs
W. E. Loveless	1960 - 1965	5 yrs
Steve Brooks	1966 - 1967	1 yr
L. E. Balderson	1967 - 1973	6 yrs
M. Hastings	1973 - 1974	1 yr
S. Conners	1974 - 1974	6 mo
T. McCree	1974 - 1975	1 yr
L. Damewood	1975 - 1976	1 yr
L. Stapleton	1976 - 1981	5 yrs
J. Sherrard	1981 - 1984	3 yrs
Bert Morey	1984 - 1996	12 yrs
Bruce Thompson	1996 - 2005	9 yrs
Gerard Thurlow	2005 - 2008	3 yrs

John Brockmueller  
Sam Patrick

2008 – 2021  
2021 – Present

12yrs 11 mo \*longest running Chief

# Toledo Water/Sewer Superintendents & Assistants

## **SUPERINTENDANTS**

Guy Bowen	1964 - 1973	10 years
Avon Hill	1973 - 1983	11 years
Bob Lockard	1983 - 2004	22 years
Charlie Brown	2004 - 2006	3 years
Loren Steveson	2007 - 2009	3 years
Craig McCown	2010 - 2016	6 years
Steven Blahut	Feb. 2017 - Nov. 2017	10 months
Jon Cravens	2017 - 2019	2 years
Mike Fisher	2019 - Present	

## **ASSISTANTS**

George Bowlin	? - 1984	? years
Charlie Brown	1984 - 2004	20 years
Loren Stevenson	2004 - 2007	3 years
Kipp Coverdell	Feb. 2007 - Jul. 2007	6 months
Jon Cravens	2007 - 2017	11 years
David Keksi	2017 - 2019	1 year 10 months
Jon Cravens	2019 - Present	

# CITY OF TOLEDO



## 2022 BUDGET INFORMATION

**ORDINANCE NO. 771**

**AN ORDINANCE FOR THE CITY OF TOLEDO, WASHINGTON ADOPTING A BUDGET FOR THE CITY OF TOLEDO FOR THE YEAR 2022 AS REQUIRED BY LAW; ADOPTING THE 2022 FEE SCHEDULE (ATTACHMENT A); AND ADOPTING ALL CITY OF TOLEDO POLICIES AND PROCEDURES LIST (ATTACHMENT B).**

**THE CITY COUNCIL OF THE CITY OF TOLEDO, WASHINGTON, DO ORDAIN AS FOLLOWS:**


**Section 1**

Public hearings having been held on the final budget, with attachments, of the City of Toledo, on the 15<sup>th</sup> day of November, 2021 and the 6<sup>th</sup> day of December, 2021, as required by law, and the City Council having found that said budget, with attachments, in its final form is proper and should be adopted, it is therefore, hereby PROVIDED AND ORDAINED that the total estimated appropriation for each separate fund of the City of Toledo for the year 2022 is as follows:


001 Current Expense Fund	
General Government Expense	124,402.00
Police Department Expense	288,056.00
	412,458.00
101 City Street Expense Fund	44,353.00
102 Arterial Street Fund	0.00
105 Criminal Justice Fund	72,590.00
106 Substance Abuse Fund	0.00
301 City Hall Building Fund	20,044.00
302 Municipal Capital Improvement Fund	47,040.00
304 Police Car Reserve Fund	79,667.00
340 City Street Construction Fund	0.00
401 Water Sewer Expense Fund	434,261.00
402 Water Sewer Bond Fund	0.00
403 Water Sewer Bond Redemption Fund	0.00
408 Water Sewer Truck & Equipment Fund	21,040.00
410 Water Sewer Capital Improvement Fund	605,703.00
440 Water Sewer Construction Fund	0.00
621 Trust Fund	0.00
<b>Total 2022 Budget</b>	<b>1,737,156.00</b>



**PASSED BY THE CITY COUNCIL**, of the City of Toledo and **APPROVED** by its Mayor at a regularly scheduled meeting this 20<sup>th</sup> day of December, 2021.

  
\_\_\_\_\_  
Steve Dobosh – Mayor

**Attest:**

  
\_\_\_\_\_  
Michelle Whitten – City Clerk

\_\_\_\_\_  
Buzzard O'Rourke – City Attorney

**Passed First Reading:** December 06, 2021  
**Passed Second Reading:** December 20, 2021  
**Publication Date:** December 23, 2021  
**Effective Date:** December 28, 2021

\*\*\*\*\*2022 ATTACHMENT A & B FOLLOWING\*\*\*\*\*

**2022**  
**CITY OF TOLEDO**  
**FEE SCHEDULE**

**Street Department**

**Rate**

- A. Removal of:  
 Tall grass, brush, berry vines, etc.  
 (Ordinance violation, fire hazard, private property)  
 By hand or with weed-eater brush cutter (2 hr. min) \$ 75.00/hr. per person  
 With tractor brush-hog (2 hr. min) \$ 150.00/hr. per person

**Water/Sewer Department**

- A. Water/Sewer emergency call-ins after normal working hours - customer problem (2 hr. min) \$ 75.00/hr.
- B. Locating City water/sewer pipes and/or standby for contractor working or digging near City's water/sewer Piping, etc.  
     Normal Working Hours (2 hr. min) \$ 50.00/hr. per person  
     After Working Hours (2 hr. min) \$ 75.00/hr. per person
- C. Water Hook-Up Privilege Fee \$ 3,000.00 Inside City Limits  
     (Plus Materials & Capital Improvement Fee) 2 – 15 \$1,500.00 each  
     \$ 4,000.00 Outside City Limits  
     2 – 15 \$2,500.00 each  
     Water Capital Improvement Fee \$ 500.00 per unit
- D. Sewer Hook-Up Privilege Fee \$ 5,000.00 Inside City Limits  
     (Plus Materials & Capital Improvement Fee) 2 – 15 \$2,500.00 each  
     \$ 6,000.00 Outside City Limits  
     2 – 15 \$3,000.00 each  
     Sewer Capital Improvement Fee \$ 500.00 per unit
- E. Refundable Shut Off Tool Deposit \$ 15.00
- F. Approved Water Sales From Hydrant \$ 50.00 Application Fee +  
     \$ 4.50 per 1,000 or any portion thereof
- G. Double Check-Valve with Meter for Hydrant Use \$ 500.00 Refundable Deposit
- H. Toledo Youth Baseball Water \$150/year  
     (March – August allowed 4,000/month – overage rate) \$3.75/1,000 gallons or any portion
- I. Lewis County Cemetery Dist. #7 Water \$50.00/year

**General Office**

- A. Copies  
     Photocopies  
     Size of Copies                      One Side                      Two Sides  
     8 ½ x 5 ½                                      .15                                      .25  
     8 ½ x 8 ½                                      .25                                      .50  
     8 ½ x 11                                        .15                                      .25  
     8 ½ x 14                                        .38                                      .76  
     11 x 17                                         .63                                      1.26

**Ordinance No. 771**  
**Attachment A**

- B. Scanning Fees
  - 8 ½ x 11 paper copy .10 per scanned page
  - 8 ½ x 11 electronic copy .05 per each 4 files/attachments or .10 per gigabyte

Comp Plan	\$ 18.00
Land Development Regulations	\$ 15.00
Park Comprehensive Plan	\$ 7.00
Water Comprehensive Plan	\$ 40.00
Sewer Comprehensive Plan	\$ 50.00
Capital Facilities Plan	\$ 3.00
Budget	\$ 10.00
Personnel Policies	\$ 7.00

- C. Service Fees
 

Water/Sewer Account Late Fee	\$ 20.00
Water/Sewer Account Door Hanger Fee	\$ 15.00
Water/Sewer Account Disconnect Fee	\$ 15.00
Water/Sewer Account Reconnect Fee	\$ 15.00
Water/Sewer Account Information Change (Service Fee)	\$ 5.00
Dishonored Check Charge (any reason)	\$ 30.00
(Plus Actual Cost of Collection)	

- D. Dog Licenses & Fees
 

Regular License Fee (One Dog)	\$ 12.00
Second Dog	\$ 17.00
Third Dog	\$ 22.00
Fee increases in increments of \$5 on additional dogs (i.e. 3 dogs = \$45.00)	
Neutered or Spayed (per dog)	\$ 7.00*
Replacement Fee for Lost or Damaged Tag	\$ 5.00
Impound Fee for At Large Dog	\$ 100.00
Breeder/Kennel Fee (Five or more dogs/cats)	\$ 100.00
(Fee plus each adult must be licensed)	

\*In order to qualify for a reduced license fee for neutered or spayed animals, the owner of such dog must present verification in the form of a certificate or statement signed by a veterinarian.

- E. Notary Fee
 

Inside City limits	\$ 6.00 per signature
Outside City limits	\$ 10.00 per signature

- F. Business License (annual) \$ 40.00
- G. Amusement Device License (annual) \$ 25.00 per device
- H. Medical Marijuana Garden Operation License (annual) \$300.00  
(Includes cost of annual inspections but not subsequent inspections.)
- I. Recreational Marijuana Operation License (annual) \$300.00  
(Includes cost of annual inspections but not subsequent inspections.)
- J. Building Permit Pre-Application Review \$ 20.00

**Ordinance No. 771**

**Attachment A**

**Police Department**

A. Serving Civil Papers – Inside City Limits	\$ 30.00
B. Serving Civil Papers – Outside City Limits within 5 miles	\$ 45.00
C. Serving Civil Papers – Outside City Limits more than 5 miles	\$ 45.00 plus mileage
D. Fingerprinting for personal reasons	\$ 20.00
E. Photocopies of Accident Reports	\$ 5.00

**Park Fees**

A. Launch Fee	\$ 5.00
B. Annual Launch Pass	\$ 40.00
C. Kitchen Rental with BBQ Pit – City Limit Resident	\$ 55.00/day
D. Kitchen Rental with BBQ Pit – Non City Limit Resident	\$ 80.00/day
E. Company Picnic or Events 1 – 99 people	\$ 100.00/day
F. Company Picnic or Events 100 + people	\$ 150.00/day
G. Special Event	\$500.00 – 1 <sup>st</sup> Day/\$250.00 2 <sup>nd</sup> Day
H. Tent Camping	\$ 15.00/night
I. RV Camping with no hook-ups	\$ 25.00/night
J. RV Camping with water/electrical	\$ 30.00/night
K. Extra Vehicle Charge (camping)	\$5.00/night
L. Non-camper dump station use	\$ 5.00/use

**Public Works Fees**

A. Right of Way Permit – Under 500 Linear Feet	\$ 125.00
B. Right of Way Permit – Over 500 Linear Feet	\$ 250.00
C. Right of Way Inspections	\$ 50.00/hr.

**Zoning Fees**

A. Variance	\$ 300.00
B. Small Lot Single Family Floating Zone	\$ 150.00
C. Conditional Use	\$ 300.00
D. Street/Alley Vacation Request	\$ 25.00
E. Comprehensive Plan Amendment	\$ 1,000.00
F. SEPA Review	\$ 400.00
G. Annexation Petition	\$ 600.00
H. Rezone	\$ 300.00
I. Structure Relocation Application	\$ 30.00
J. Planned Unit Development Application	\$ 600.00 + 50.00 each lot
K. Cluster Residential Development Application	\$ 600.00 + 50.00 each lot
L. Hillside Development Performance Standards	\$ 600.00 + 50.00 each lot
M. Preliminary Review for Modifications to Existing Developments	\$ 600.00 + 50.00 each lot
N. Preliminary Subdivision	\$ 600.00 + 50.00 each lot
O. Short Plat Application	\$ 600.00 + 50.00 each lot
P. Application for Map Change	\$ 500.00
Q. Boundary Line Adjustment	\$ 250.00
R. Boundary Review Board Fee	\$ 150.00
S. Recreational Marijuana Application	\$400.00
T. Recreational Marijuana Initial City Inspection	\$250.00
U. Recreational Marijuana Subsequent City Inspection	\$250.00 each

**Ordinance No. 771**

**Attachment A**

V. Recreational Marijuana Initial Fire Inspection	\$250.00
W. Recreational Marijuana Subsequent Fire Inspection	\$250.00 each
X. Recreational Marijuana Initial Police Inspection	\$250.00
Y. Recreational Marijuana Subsequent Police Inspection	\$250.00 each
Z. Medical Marijuana Garden Application	\$400.00
AA. Medical Marijuana Garden Initial City Inspection	\$250.00
BB. Medical Marijuana Garden Subsequent City Inspection	\$250.00 each
CC. Medical Marijuana Garden Initial Fire Inspection	\$250.00
DD. Medical Marijuana Garden Subsequent Fire Inspection	\$250.00 each
EE. Medical Marijuana Garden Initial Police Inspection	\$250.00
FF. Medical Marijuana Garden Subsequent Police Inspection	\$250.00 each

In addition to the above listed fees, the applicant shall reimburse the City for all out-of-pocket expenses including, but not limited to, legal, engineering and professional services, postings, and recording fees.

**City T-Shirts/Sweatshirts/Vests/Other Articles with City Logo**

Cost of item from vendor plus \$4.00 and current tax

## **City of Toledo Policy List**

- City Council Policy and Procedures
- Employee Personnel Policy
- Disclosure of Public Records Policy and Procedures
- Green House Gas Reduction Emission Policy
- Credit Card Policy
- Employee Wellness Policy
- Petty Cash Policy
- Small and Attractive Assets Policy
- Water Sewer Late Fee Threshold Policy
- Police Department Standard Operating Procedures
- Cost Allocation Policies
- Policy Protecting Individuals Engaged in Non-Violent Civil Rights Demonstration
- Procedures For Implementing The State Environmental Policy Act
- Tenant Utility Policy
- Child Welfare Policy
- Deposit Policy
- Police Ride Along Policy
- Disposal of Surplus City Assets Policy
- Volunteer Policy

***\*\*\*For full copies of the above Policies please see the City of Toledo Policy Handbook\*\*\****

**2022**  
***Policy & Procedure for Obtaining Costly Items***  
***Approval to Attend Conferences, Workshops, or Other Training***  
***Other Council Policies***

***Spending of Budgeted Line Item Funds.*** Because the Toledo City Council has, by passage of the annual Budget Ordinance, approved the expenditure of line item funds, approval to purchase necessary items, or attend conferences, workshops, or other training may be obtained through an oral or written request to the Mayor. The Council will then be informed, for informational purposes, at the next regular council meeting, of a purchase or of a class to be attended.

If for some reason the Mayor denies a request, the denial may be appealed to the City Council at the next regularly scheduled meeting. A majority vote of the Council would be necessary to override the Mayor's denial.

***Spending of Unbudgeted Funds.*** If for any reason expenditure of non-budgeted funds is necessary, it will still be necessary to obtain a majority vote of the Council since spending non-budgeted funds will require a budget amendment.

**Toledo City Council**  
**Rules of Procedure**

**General Rules**

- 1.1 MEETINGS TO BE PUBLIC:** All official meetings of the Council shall be open to the public with the exception of executive sessions for certain limited topics (as defined in RCW Chapter 42.30). The journal of proceedings (minute book) shall be open to the public for inspection.
- 1.2 QUORUM:** Three Councilmembers shall be in attendance to constitute a quorum and be necessary for the transaction of business. If a quorum is not present, those in attendance will be named and they shall adjourn to a later time, but no adjournment shall be for a longer period than until the next regular meeting.
- 1.3 ATTENDANCE, EXCUSED ABSENCES:** RCW 35A.12.010 provides that a Councilmember shall forfeit his/her office by failing to attend three (3) consecutive regular meetings of the Council without being excused by the Council. Members of the Council may be so excused by complying with this section. The members shall contact the Mayor prior to the meeting and stating the reason for his/her inability to attend the meeting. If the member is unable to contact the Mayor, the member shall contact the City Clerk Treasurer or Deputy Clerk, who shall convey the message to the Mayor. The Mayor shall inform the Council of the member's absence, state the reason for such absence and inquire if there is a motion to excuse the member. Upon passage of such motion by a majority of members present, the absent member shall be considered excused and the appropriate notation will be made in the minutes. If the motion is not passed or the above procedure is not followed, the minutes will reflect that the absence is unexcused.

**A. REMOTE PARTICIPATION:**

A Councilmember may participate and vote telephonically or via other electronic means in all or part of a regular or special council meeting if the following conditions are met:

**I.** The majority of the Council membership consents and such consent shall not be unreasonably withheld; and

**II.** All persons participating in the meeting are able to hear each other at the same time, such as by the use of speaker phone, computer speaker or other amplification; and

**III.** Any technical prohibitions or difficulties that prevent all parties present at the Council meeting from adequately hearing and speaking to each other shall be addressed immediately; and

**IV.** The Councilmember participating telephonically or via other electronic means bears any costs of such participation but may use the communications equipment owned by the city at City Hall without charge.

**1.4 JOURNAL OF PROCEEDINGS:** A journal of all proceedings of the Council shall be kept by the City Clerk and shall be entered in a book constituting the official record of the Council.

**1.5 RECORDING OF MEETINGS:** All meetings of the City Council held in the City Hall, except Executive Sessions, Special meetings and those work sessions in which the public notice states that no action will be taken, shall be recorded by the City Clerk Treasurer on an audio recording device, unless otherwise authorized by law and a majority vote of Council. Written minutes shall be taken as required by Washington statute.

**1.6 COUNCIL REPRESENTATION:** If a Councilmember appears on behalf of the City before another government agency, community organization, or through the media, for the purpose of commenting on an issue, the Councilmember shall state the majority position of the Council, if known, on such issue. Personal opinions and comments which differ from the Council majority may be expressed if the Council member clearly states these statements do not represent the majority Council's position. Council members, when serving as a representative, may act without authorization on specific votes for matters which pertain to the general operation of the organization or are emergency in nature. Issues which have a direct financial impact on Toledo finances, the level of service provided in Toledo, or are issues of significant policy shall be reported back the Toledo Council for feedback and potential authorization before taking action.

**1.7 COUNCIL LETTER WRITING:** Any time Councilmembers write individual letters or contact the news media, they shall include a disclaimer that they are speaking only for themselves and not speaking for any other member or the Council as a whole.

**1.8 VIOLATION OF CITY ORDINANCES:** Members concerned with a violation of a city ordinance shall contact the Mayor or appropriate department head and explain the violation and its location. Members shall not act as an enforcement agent.

**1.9 RIGHT OF FLOOR:** Any councilmember desiring to speak shall be recognized by the Mayor and shall confine his/her remarks to one subject under consideration or to be considered.

**1.10 RULES OF ORDER:** Robert's Rules of Order Newly Revised shall be the guideline procedures for the proceedings of the Council. If there is a conflict, these rules shall apply.



- 1.11 **RULES OF PROCEDURE REVIEW:** The City Clerk will schedule a workshop to review Council's Rules of Procedure during the annual budget review, or as such timed deemed necessary.
- 1.12 **SEATING ARRANGEMENT:** The Mayor shall choose where Councilmembers sit at the dais upon being elected to the position and after taking the Oath of Office. The Mayor Pro Tem shall choose to sit to the right or left of the Mayor. Other Councilors are seated in a manner acceptable to the Council. If a dispute arises, Council seating will be at the discretion of the Mayor.

## 2 **TYPES OF MEETINGS**

- 2.1 **REGULAR COUNCIL MEETINGS:** The Council shall meet regularly on the first and third Mondays of each month beginning at 6:00 p.m. and adjourning no later than 9:00 p.m. No meeting shall be permitted to last beyond 9:00 p.m. without the approval of a majority of the Council Members present. A new time limit must be established before taking a Council vote to extend the meeting. In the event a meeting has not been closed or continued by Council the items not acted on shall be deferred to the next regular meeting, unless the Council, by a majority vote of members present, determine otherwise. If at any time the date of such meeting falls on a legal holiday, the council shall met in regular session on the next day following such legal holiday. The location of the meetings shall be the Council Chambers at city hall, unless specified otherwise by a majority vote of the Council. All regular and special meetings shall be public pursuant to the RCW 42.30 and the Open Public Meetings Act.
- 2.2 **SPECIAL MEETING:** Special meetings may be called by the Mayor or by a majority of the members of the City Council by delivering personally or by mail written notice to each member of the Council and to the Mayor, at least 24 hours before the time of such meeting as specified in the notice. The notice shall specify the time and place of the special meeting and business to be transacted.
- 2.3 **STUDY SESSIONS AND WORKSHOPS:** The Council may meet informally in study sessions and workshops (open to the public), at the call of the Mayor or by a majority of the members of Council, to review forthcoming programs of the city, receive progress reports on current programs or projects, receive other similar information from city department heads or conduct procedures workshops, provided that all discussions and conclusions thereon shall be informal and do not constitute official actions of the Council.
- 2.4 **EXECUTIVE SESSION:** Executive sessions or closed meetings may be held in accordance with the provisions of the Washington State Open Meetings Act (RCW 42.30.110). Among the topics that may be discussed are: (1) personnel matters; (2) consideration of acquisition of property for public purposes or sale of city-owned property; and (3) potential or pending litigation in which the city has an interest, as long as legal counsel is present in person or by phone as provided in the Revised Code of Washington. The Council must keep confidential all written materials and verbal information provided to them during Executive Sessions to ensure that the City's position is not compromised. The Council may hold an executive session during a regular or special meeting. Before convening in executive session the Chair shall publicly announce the purpose for excluding the public from the meeting place and the time when the executive session will be concluded.

**2.5 ATTENDANCE OF MEDIA AT ACOUNCIL MEETINGS:** All official meetings of the Council and its committees shall be open to the media, freely subject to recording be radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meeting.

### **3 CHAIR AND DUTIES**

**3.1 CHAIR:** The Mayor, when present, shall preside as Chair at meetings of the Council. In the absence of the Mayor, the Mayor Pro Tem shall preside. In the absence of the Mayor and the Mayor Pro Tem the Council shall elect a Chair.

**3.2 CALL TO ORDER:** The meetings of the Council shall be called to order by the Mayor or, in his/her absence; the Mayor Pro Tem shall preside. In the absence of the Mayor and Mayor Pro Tem, the meeting shall be called to order by the City Clerk Treasurer or designee for the election of a temporary Chair.

**3.3 PRESERVATION OF ORDER:** The Chair shall preserve order and decorum, prevent attacks on personalities or character of members' and confine members in debate to the question under discussion.

**3.4 POINTS OF ORDER:** The Chair shall determine all points of order, subject to the right of any member to appeal to the Council. If any appeal is taken, the question shall be "Shall the decision of the Chair be sustained?"

**3.5 PRESIDING OFFICER – POWERS:** The Mayor shall have the powers set forth in RCW 35A.12. In addition to RCW 35a.12 powers, the Chair shall have the powers of the Chair as set forth in Roberts Rules of Order when those powers are not inconsistent with the rules and procedures set forth herein.

### **4 ORDER OF BUSINESS AND AGENDA**

**4.1 ORDER OF BUSINESS:** The order of business for all regular meetings shall be transacted as follows unless the Council, by a majority vote of the members present, suspends the rules and changes the order:

1. Call to Order
2. Pledge of Allegiance
3. Consent Agenda
4. Public Hearings
5. Presentations and Proclamations
6. Mayor's Report
7. Department Head Reports
8. Committee Reports
9. Comments from Citizens on Agenda Items
10. Business Agenda
11. Comments from Citizens
12. Adjournment

The consent Agenda may contain items which are of routine and noncontroversial nature which may include, but are not limited to, the following: meeting minutes, vouchers, claims, and payroll. Any item on the Consent Agenda may be removed and considered separately as an agenda item at the request of any Council member. Items may be moved from the Action Agenda upon approval of a majority of the council present under Agenda approval.

## **5 PREPARATION OF AGENDA**

- 5.1 STAFF DUTIES:** The City Clerk Treasurer, under the direction of the Mayor, will prepare the agenda for each Council meeting setting forth a brief description of each item and any supporting documentation to be considered by the Council. The agenda prior to submission to the Council shall be reviewed by the Chair.
- 5.2 AGENDA ITEMS:** An item to be considered by the City Council at a regular meeting may be placed on the agenda by the Mayor, Clerk/Treasurer or any member of Council. Agenda items should be vetted before being placed on the agenda.
- 5.3 TIMING OF PREPARATION:** The deadline for agenda item submission shall be 12:00 p.m. Thursday. The agenda will be put in final form by 5:00 p.m. Thursday prior to the following Monday evening Council meeting. Agendas will be distributed (hard copies) by the Toledo Police Department at least 24 hours prior to the meeting.

## **6 CONSENSUS AND MOTIONS**

- 6.1 CONSENSUS VOTES:** When a formal motion is not required on a Council action or opinion, a consensus voice vote will be taken. The Chair will state the action or opinion and each Councilmember will vote by saying “aye” or “nay”.
- 6.2 MOTIONS:** No motion shall be entertained or debated until duly seconded and announced by the Chair. The motion shall be recorded and, if desired by any Councilmember, it shall be read by the City Clerk Treasurer before it is debated and, by the consent of the Council, may be withdrawn at any time before action is taken on the motion.
- 6.3 VOTES ON MOTIONS:** Each councilmember shall vote on all questions and matters before the Council, unless a conflict of interest or appearance of fairness disqualifies the member. In accordance with RCW, the Mayor does not participate in Council votes, unless it becomes necessary to break a tie vote. The Mayor shall not break a tie Council vote involving the passage of an ordinance, the acceptance of a grant, the revocation of a franchise or a license, or the payment of money.
- 6.4 FAILURE TO VOTE ON A MOTION:** Any Councilmember present who fails to vote without a valid disqualification or without having otherwise received the Council’s permission to abstain shall be declared to have voted in the affirmative on the question.
- 6.5 MOTIONS TO RECONSIDER:** A motion to reconsider must be made by a person who voted with the majority on the principal question and must be made at the same or succeeding regular meeting. Councilmembers wishing to have a matter reconsidered must notify the Clerk Treasurer in time for the reconsideration to be listed on the agenda. No motion to reconsider an adopted quasi-judicial written decision shall be entertained after the close of the meeting at which the written findings were adopted.

## 7 RESOLUTIONS AND ORDINANCES

- 7.1 **PROCEDURE:** Ordinances shall generally require two readings. First and final readings are allowed if declared necessary by the Mayor at one meeting.
- 7.2 **DISSENTS & PROTESTS:** Any Councilmember shall have the right to express dissent from or protest any ordinance or resolution of the Council and have the reason therefore entered into the minutes.
- 7.3 **FORMAT OF ORDINANCES AND RESOLUTIONS:** Resolutions and Ordinances shall be in a format determined by the City Clerk Treasurer including numerical identifications. No ordinance or Resolution shall contain more than one subject which shall be clearly stated in the title. No Resolution or Ordinance shall be amended unless the amendment sets forth each modified section in full. Resolutions and Ordinances shall be signed by the Mayor and attested by the City Clerk Treasurer.

## 8 PUBLIC TESTIMONY AND HEARING PROCEDURES

- 8.1 **SPEAKER SIGN IN:** Prior to the start of a public hearing the Chair may require that all persons wishing to be heard sign their name, address, and indicate whether they wish to speak as a proponent, opponent or from a neutral position. Any person who fails to sign in shall not be permitted to speak until all those who have signed in have given their testimony. The Chair may change the order of speakers so that testimony is heard in the most logical groupings. The Chair, subject to the concurrence of a majority of the Council, may establish time limits and otherwise control presentations.
- 8.2 **CONFLICT OF INTEREST/APPEARANCE OF FAIRNESS:** Prior to the start of a public hearing the Chair will ask if any Councilmember has a conflict of interest or Appearance of Fairness Doctrine concern which could prohibit the Councilmember from participating in the public hearing process. A Councilmember who refuses to step down after challenge and the advice of the City Attorney, a ruling by the Mayor or Chair and/or a request by the majority of the remaining members of the Council to step down is subject to censure. The Councilmember who has stepped down shall not participate in the Council decision nor vote on the matter. The Councilmember shall leave the Council Chambers while the matter is under consideration, provided, however, that nothing herein shall be interpreted to prohibit a Councilmember from stepping down in order to participate in a hearing in which the Councilmember has a direct financial or other personal interest.
- 8.3 **THE PUBLIC HEARING PROCESS:** The Chair introduces the agenda item, opens the public hearing and announces the following Rules of Order:

1. All comments by proponents, opponents or other members of the public shall be made by standing, stating their name and address.
2. Anyone making “out of order” comments shall be subject to removal from the meeting. If you are disabled and require accommodation, please advise the chair.
3. There will be no demonstrations during or at the conclusion of anyone’s presentation.
4. These rules are intended to promote an orderly system of holding a public hearing, to give every person an opportunity to be heard and to ensure that no individual is embarrassed by exercising his/her right of free speech.

The Chair may call City Staff to describe the matter under consideration.

The Chair calls upon proponents, opponents and all other individuals who wish to speak regarding the matter under consideration.

The Chair inquires as to whether any Councilmember has questions to ask the proponents, opponents, speakers or staff. If any Councilmember has questions the appropriate individual will be recalled to speak.

The Chair continues the public hearing to a time specific or closes the public hearing.

## **9 DUTIES AND PRIVILEGES OF CITIZENS**

**9.1 MEETING PARTICIPATION:** Citizens are welcome at all Council meetings and are encouraged to attend and participate prior to the deliberations of the Council.

Recognition of a speaker by the Chair is a prerequisite and necessary for an orderly and effective meeting, be the speaker a citizen, Councilmember, or staff member. Further, it will be expected that all speakers will deliver their comments in a courteous and efficient manner. Anyone making out-of-order comments or acting in an unruly manner shall be subject to removal from the meeting. Use of cellular telephones is prohibited in the Council Chambers.

**9.2 SUBJECTS ON THE CURRENT AGENDA:** Any member of the public who wishes to address the Council on an agenda item shall make such request to the Chair under Public Comment On Agenda Items. All comments shall be limited to three (3) minutes per speaker, or other limitations as the Chair or Council may deem necessary.

**9.3 SUBJECTS NOT ON THE CURRENT AGENDA:** Under Agenda items “Public Input” citizens may address any item they wish to discuss with the Mayor and Council within the jurisdiction and competence of the City of Toledo. They shall first obtain recognition by the Chair, state their name, address and the subject of their comments. The Chair shall then allow the comments, subject to a three (3) minute limitation per speaker, or other limitations as the Chair or Council may deem necessary.

**9.4 MANNER OF ADDRESSING THE COUNCIL – TIME LIMIT:** Each person addressing the Council shall stand (if able) and state their name and address for the record. Unless further time is granted by the Council, shall limit his/her time to three (3) minutes. All remarks shall be addressed to the Council as a body and not to any member thereof. No person, other than the Chair, members of Council and the person having the floor shall be permitted to enter into any discussion, either directly or through the members of the Council. No questions shall be asked of the Councilmembers, except through the Chair.

**9.5 PERSONAL AND SLANDEROUS REMARKS:** Any person making personal, impolite, disrespectful or slanderous remarks or who shall become boisterous while addressing the Council may be requested to leave the meeting and may be barred from further audience before the Council during that Council meeting by the Chair.

**9.6 WRITTEN COMMUNICATIONS:** Interested parties, or their authorized representatives, may address the Council by written communication in regard to any matter concerning the city’s business or over which the Council had control at any time.

The written communication may be submitted by direct mail or by addressing the communication to the City Clerk who will distribute copies to the Councilmembers. The communication will be entered into the record without the necessity for reading as long as sufficient copies are distributed to members of the audience/public.

- 9.7 “OUT OF ORDER” COMMENTS:** Any person whose comments have been ruled out of order by the Chair shall immediately cease and refrain from further improper comments. The refusal of an individual to desist from inappropriate, disparaging, or otherwise disruptive remarks after being ruled out of order by the Chair may subject the individual to removal from the Council Chambers.
- 9.8 SPECIAL PRESENTATIONS:** Citizen/group presentations scheduled on the agenda to address the Council will be requested to stand (if able) give their name for the record. Presentations should be prearranged through the Mayor’s office and be limited to the time allotted, not to exceed twenty (20 minutes, with ten (10) minutes allowed for a question/answer period after the presentation.

These rules are intended to promote an orderly system of holding a public meeting and to give every person an opportunity to be heard.

## **10 FILLING COUNCIL VACANCIES AND SELECTING MAYOR PRO TEM**

- 10.1 Notice of Vacancy:** If a Council vacancy occurs, the Council will follow the procedures outlined in RCW 35A.12.050. In order to fill the vacancy with the most qualified person available until an election is held, the Council will distribute and publish a notice of the vacancy, the procedure and deadline for applying for the position.
- 10.2 APPLICATION PROCEDURE:** The Council will draw up an application form which contains relevant information that will answer set questions posed by Council. The application form will be used in conjunction with an interview of each candidate to aid the Council’s selection of the new Councilmember.
- 10.3 INTERVIEW PROCESS:** All candidates who submit an application by the deadline will be interviewed by the Mayor and one or two Councilmembers.
- 10.4 SELECTION OF COUNCILMEMBERS:** The Chair will state the choice of the interview committee to the Council. Nominations, voting and selection of a person to fill the vacancy will be conducted during an open public meeting.
- 10.5 SELECTION OF MAYOR PRO TEM:** The Mayor Pro Tem will be selected by the Councilmembers at the first meeting of a new Council, or periodically specified by the Council to serve in the absence of the Mayor. Councilmembers may each nominate one person for Mayor Pro Tem. Nominations require a second. Each Councilmember shall be given the opportunity to submit a nomination for Mayor Pro Tem. After all nominations are made, the Mayor will call for a vote on the nominations in the order that they were made. As soon as one nominee receives a majority vote of the Council, that Councilmember will be declared the Mayor Pro Tem. No votes will be taken on the remaining nominees.

## **11 FILLING VACANCY IN THE OFFICE OF THE MAYOR**

- 11.1 VACANCY:** If a vacancy occurs, the Council will follow the procedures outlined in RCW 42.12

**11.2 SELECTION OF MAYOR:** The Council may recess into executive session to discuss the qualifications of all candidates. Nominations, voting and selection of a person to fill the vacancy will be conducted during an open public meeting.

**12 SUSPENSION AND AMENDMENT OF RULES**

**12.1 SUSPENSION OF THESE RULES:** Any provision of these rules not governed by the Toledo Municipal Code may be temporarily suspended by a 2/3 vote of the City Council.

**12.2 AMENDMENT OF THESE RULES:** These rules may be amended or new rules adopted by a majority vote of all members of the Council, provided that the proposed amendments or new rules shall have been introduced into the record at a prior Council meeting.

## COUNCIL RULES OF PROCEDURE – EXHIBIT “A”

### RCW 42.30.110

#### Executive Sessions.

(1) Nothing contained in this chapter may be construed to prevent a governing body from holding an executive session during a regular or special meeting:

(a) To consider matters affecting national security;

(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;

(c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public;

(d) To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;

(e) To consider, in the case of an export trading company, financial and commercial information supplied by private persons to the export trading company;

(f) To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge;

(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW [42.30.140\(4\)](#), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;

(h) To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public;

(i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is



likely to result in an adverse legal or financial consequence to the agency.

This subsection (1)(i) does not permit a governing body to hold an executive session solely because an attorney representing the agency is present. For purposes of this subsection (1)(i), "potential litigation" means matters protected by RPC 1.6 or RCW [5.60.060\(2\)\(a\)](#) concerning:

(i) Litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party;

(ii) Litigation that the agency reasonably believes may be commenced by or against the agency, the governing body, or a member acting in an official capacity; or

(iii) Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency;

(j) To consider, in the case of the state library commission or its advisory bodies, western library network prices, products, equipment, and services, when such discussion would be likely to adversely affect the network's ability to conduct business in a competitive economic climate. However, final action on these matters shall be taken in a meeting open to the public;

(k) To consider, in the case of the state investment board, financial and commercial information when the information relates to the investment of public trust or retirement funds and when public knowledge regarding the discussion would result in loss to such funds or in private loss to the providers of this information;

(l) To consider proprietary or confidential nonpublished information related to the development, acquisition, or implementation of state purchased health care services as provided in RCW [41.05.026](#);

(m) To consider in the case of the life sciences discovery fund authority, the substance of grant applications and grant awards when public knowledge regarding the discussion would reasonably be expected to result in private loss to the providers of this information;

(n) To consider in the case of a health sciences and services authority, the substance of grant applications and grant awards when public knowledge regarding the discussion would reasonably be expected to result in private loss to the providers of this information;

(o) To consider in the case of innovate Washington, the substance of grant or loan applications and grant or loan awards if public knowledge regarding the discussion would reasonably be expected to result in private loss to the providers of this information.

(2) Before convening in executive session, the presiding officer of a governing body shall publicly announce the purpose for excluding the public from the meeting place, and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the presiding officer.

[2011 1st sp.s. c 14 § 14; 2010 1st sp.s. c 33 § 5; 2005 c 424 § 13; 2003 c 277 § 1; 2001 c 216 § 1; 1989 c 238 § 2; 1987 c 389 § 3; 1986 c 276 § 8; 1985 c 366 § 2; 1983 c 155 § 3; 1979 c 42 § 1; 1973 c 66 § 2; 1971 ex.s. c 250 § 11.]

Notes:

**Effective date -- 2011 1st sp.s. c 14:** See RCW [43.333.901](#).

**Captions not law -- Liberal construction -- Severability -- Effective dates -- 2005 c 424:** See RCW [43.350.900](#) through [43.350.903](#).

**Severability -- Effective date -- 1987 c 389:** See notes following RCW [41.06.070](#).

**Severability -- 1986 c 276:** See RCW [53.31.901](#).

## Cost Allocation Policies 2022

The City allocates Council costs to all Departments and Funds. It is standard practice among many governments to allocate Council costs on the basis of FTEs, Operating Budget, Council meeting Agenda Items, or a combination of the any of the three. City of Toledo elected to allocate Council costs using each of those three bases.

Department Heads will evaluate cost allocations to line items during budget reviews and make adjustments if necessary to the next years' annual budget. Determinations may be based on time spent in each activity or the items primary function. Department Heads will provide a written or verbal report for justification.

### Salary/Benefit Splits- Monthly

Position	Fund	%	Determination by
City Clerk/Treasurer			
	General Fund 001	45%	Time Sheet Average
	Police Fund 001- 001	5%	Time Sheet Average
	Water Fund 401	25%	Time Sheet Average
	Sewer Fund 401	25%	Time Sheet Average
Deputy Clerk/			
	General Fund 001	20%	Time Sheet Average/job duties
	Police Fund 001- 001	5%	Time Sheet Average/job duties
	Water Fund 401	37.5%	Time Sheet Average/job duties
	Sewer Fund 401	37.5%	Time Sheet Average/job duties
Police Clerk/Public Records Officer			
	General Fund 001	10%	Time Sheet Average/job duties
	Police Fund 001-001	30%	Time Sheet Average/job duties
	Water Fund 401	30%	Time Sheet Average/job duties
	Sewer Fund 401	30%	Time Sheet Average/job duties
Police Chief			
	Police Fund 001-001	100%	
Police Officer			
	Police Fund 001-001	100%	
Public Works Supt			
	City Street Fund 101	10%	Time Sheet Average/job duties
	Water Fund 401	70%	Time Sheet Average/job duties
	Sewer Fund 401	20%	Time Sheet Average/job duties
Public Works Assistant			
	City Street Fund 101	10%	Time Sheet Average/job duties
	Water Fund 401	20%	Time Sheet Average/job duties
	Sewer Fund 401	70%	Time Sheet Average/job duties
Public Works Part time Labor			
	City Street Fund 101	20%	Time Sheet Average/job duties
	Water Fund 401	40%	Time Sheet Average/job duties
	Sewer Fund 401	40%	Time Sheet Average/job duties

**Misc. Costs – Monthly/Bi-Monthly**

## Office &amp; Operating Supplies

General Fund 001	50%	Use by/for department
Water Fund 401	25%	Use by/for department
Sewer Fund 401	25%	Use by/for department

## HP Laserjet Printer/Toner

General Fund 001	16.7%	Use by/for department
Police Fund 001-001	16.7%	Use by/for department
Water Fund 401	33.3%	Use by/for department
Sewer Fund 401	33.3%	Use by/for department

## Telephone and DSL Service for City Hall

General Fund 001	23.3%	Use by/for department
Police Fund 001-001	12.3%	Use by/for department
Water Fund 401	32.2%	Use by/for department
Sewer Fund 401	32.2%	Use by/for department

## PUD for City Hall

General Fund 001	50%	Use by/for department
Police Fund 001-001	10%	Use by/for department
Water Fund 401	20%	Use by/for department
Sewer Fund 401	20%	Use by/for department

## Natural Gas for City Hall

General Fund 001	23.3%	Use by/for department
Police Fund 001-001	12.3%	Use by/for department
Water Fund 401	32.2%	Use by/for department
Sewer Fund 401	32.2%	Use by/for department

## Garbage Service

General Fund 001	00.0%	Use by department
Park General Exp.	10.0%	Increases during summer months
Police Fund 001-001	00.0%	Use by/for department
City Street Fund 101	13.3%	Use by/for department
Water Fund 401	38.35%	Use by/for department
Sewer Fund 401	38.35%	Use by/for department

## Copier Lease for City Hall

General Fund 001	50%	Use by/for department
Water Fund 401	25%	Use by/for department
Sewer Fund 401	25%	Use by/for department

## City Truck Expense Fuel

City Street Fund 101	25%	Items Primary Function
Water Fund 401	37.5%	Items Primary Function
Sewer Fund 401	37.5%	Items Primary Function

## Tractor Expense Fuel/Backhoe

City Street Fund 101	25%	Items Primary Function
Water Fund 401	37.5%	Items Primary Function
Sewer Fund 401	37.5%	Items Primary Function

## Repair &amp; Maintenance Veh/Tractor

City Street Fund 101	25%	Items Primary Function
Water Fund 401	37.5%	Items Primary Function
Sewer Fund 401	37.5%	Items Primary Function

## Visions Software

General Fund 001	37.5%	Use by/for department
Water Fund 401	31.25%	Use by/for department
Sewer Fund 401	31.25%	Use by/for department

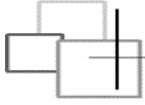
**Other Costs as they Occur**

Tuition/Registration/Dues	Based on Salary Splits/unless Expense is clearly identified to Only benefit one area of position	
Travel Meals and Lodging	Based on Salary splits/unless Expense is clearly identified to Only benefit one area of position	
State Audit Expense		
General Fund 001	50%	Activity (may increase/decrease for audit of project)
Water 401	25%	Activity (may increase/decrease for audit of project)
Sewer 401	25%	Activity (may increase/decrease for audit of project)
AWC RMSA Liability Insurance		
General Fund 001	11.397%	See Breakdown
Police Fund 001-001	25.761%	See Breakdown
City Street Fund 101	1.721%	See Breakdown
Water Fund 401	19.900%	See Breakdown
Sewer Fund 401	41.219%	See Breakdown
Capital Outlay in City Hall		
General Fund 001	Based on items primary function	
Water Sewer Fund 401	Based on items primary function	

# CITY OF TOLEDO



# 2022 GENERAL GOVERNMENT FUND



# General Government Revenue

Starting Account Number: 001-000-000-308-00-00-00 Current Exp. Beginning Balance  
Ending Account Number: 001-001-000-385-49-00-02 Misc. Refunds

Account Number	Description	Budget 2022
<b>TAXES</b>		
001-000-000-311-10-00-00	Property Taxes 90%CE 10%CS (2018)	\$68,000.00
001-000-000-313-11-00-00	Retail Sales/Use Tax 90%-1997	\$137,000.00
001-000-000-313-31-00-00	Hotel/Motel Lodging	\$100.00
001-000-000-316-43-00-00	Puget Sound Energy	\$6,000.00
001-000-000-316-45-00-00	Solid Waste Utility Tax	\$5,700.00
001-000-000-316-47-00-00	ToledoTel Inc.	\$6,300.00
001-000-000-316-47-00-01	Various Communication Tax	\$8,000.00
001-000-000-316-48-00-00	Lewis County Pud #1	\$32,500.00
001-000-000-316-49-00-00	City W/S Utility Tax	\$57,000.00
001-000-000-317-20-00-00	Local Leasehold	\$300.00
<b>LICENSES &amp; PERMITS</b>		
001-000-000-321-91-00-00	Franchise Fee Collected	\$2,000.00
001-000-000-321-99-00-00	Business Licenses	\$2,000.00
001-000-000-322-10-00-00	Cond. Use/Variance Permits	\$1,000.00
001-000-000-322-30-00-00	Dog Licenses Revenue	\$600.00
001-000-000-322-90-00-00	Boat Launch Passes	\$400.00
001-000-000-322-90-00-01	RV Dumpstation Fees	\$500.00
<b>INTERGOVERNMENTAL REVENUE</b>		
001-000-000-332-92-10-00	COVID-19 Non-Grant Assistance	\$107,717.00
001-000-000-333-20-60-00	Distracted/Impaired Driving & Seatbelt Enforcement	\$500.00
001-000-000-334-03-10-01	Doe Shoreline Mngmt Plan	\$0.00
001-000-000-335-00-91-00	Pud Excise Tax	\$4,400.00
001-000-000-335-04-01-00	LE & CJ Leg One Time Cost	\$0.00
001-000-000-336-06-42-00	Marijuana Excise Tax Distribution	\$946.00
001-000-000-336-06-94-00	Liquor Excise Tax (2% TO 621)	\$4,014.00
001-000-000-336-06-95-00	Liquor Board Profits (2% to 621)	\$4,848.00
001-000-000-337-12-00-00	Shared Court Costs	\$100.00
001-000-000-337-19-00-00	LC PUD Paystation Fee	\$500.00
<b>RECORDS SERVICES</b>		
001-000-000-341-32-02-00	District Court Record Services	\$50.00
001-000-000-341-33-00-00	Time Payment Fee	\$20.00
001-000-000-341-49-01-00	Court Services	\$250.00
001-000-000-341-81-00-00	Photocopy Services	\$50.00
001-000-000-341-81-00-01	Fingerprint, Report Fees, Etc	\$100.00
001-000-000-342-10-00-01	Contracted Treasury Services - Winlock	\$25,000.00
001-000-000-342-10-00-02	Contracted Fire Investigation Services	\$100.00
001-000-000-342-36-00-00	Housing & Monitoring Prisoners	\$1,000.00
001-000-000-345-89-00-00	Annexation Fee/Boundary Line Adj/Street & Alley	\$600.00
001-000-000-345-89-00-01	Environmental Reviews	\$250.00

001-000-000-352-30-00-00	Mandatory Insurance Costs	\$100.00
001-000-000-353-10-00-00	Dist. Cr. Traffic Infraction	\$2,000.00
001-000-000-354-00-00-00	Civil Parking Infaction Pen.	\$60.00
001-000-000-354-00-01-00	Disabled Infraction Penalty	\$250.00
001-000-000-355-20-00-00	D.U.I. Fines	\$400.00
001-000-000-355-80-00-00	Dist. Cr. Criminal Traffic	\$2,000.00
001-000-000-356-90-00-00	Non-Traffic Misdemeanor	\$500.00
001-000-000-357-33-00-00	Public Defender Costs	\$2,000.00
001-000-000-357-37-00-00	D.C. Misc	\$100.00

**MISCELLANEOUS REVENUE**

001-000-000-361-11-00-00	Investment Interest Current	\$500.00
001-000-000-361-40-00-00	Sales Interest	\$200.00
001-000-000-361-40-00-01	Time Payment Interest Income	\$600.00
001-000-000-361-40-00-03	Court Current Expense	\$600.00
001-000-000-362-40-00-00	<b>*Park Kitchen Use</b>	\$3,000.00
001-000-000-362-40-00-01	Park Camping Fees	\$4,400.00
001-000-000-362-80-00-00	Park Misc. Revenue	\$1,000.00
001-000-000-367-00-00-01	AWC Grant Funds	\$1,000.00
001-000-000-367-11-00-00	City Park Donations	\$2,000.00
001-000-000-369-10-00-01	Other Miscellaneous Revenue (NSF, Notary, T-shirts)	\$4,000.00
001-000-000-369-30-00-00	Confiscated and Forfeited Property	\$250.00
001-000-000-369-90-91-02	Dog Impound Fee	\$300.00

**OTHER FINANCING**

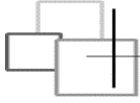
001-000-000-395-20-00-00	Insurance Claim Recovery	\$50.00
001-000-000-397-00-00-00	Operating Transfer-IN From 105	\$20,000.00
001-000-000-397-49-00-00	Miscellaneous	\$40.00

**NON-REVENUES**

001-001-000-369-91-00-00	Misc. Refunds (Food Bank)	\$3,800.00
001-001-000-385-49-00-02	Misc. Refunds	\$1,500.00

<b>Total Current Expense</b>		<b>\$528,495.00</b>
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# General Government Expenditure

Starting Account Number: 001-000-000-508-00-00-00 Ending Fund Balance  
Ending Account Number: 001-000-000-597-00-00-04 Transfers

Account Number	Description	Budget 2022
<b>OFFICIAL PUBLICATION</b>		
001-000-000-511-30-49-01	Codification	\$4,000.00
001-000-000-511-30-49-02	Advertising	\$600.00
<b>LEGISLATIVE SERVICES</b>		
001-000-000-511-60-10-00	Council Salaries	\$3,000.00
001-000-000-511-60-20-01	Social Security - Council	\$230.00
001-000-000-511-60-20-02	Labor & Industries - Council	\$30.00
001-000-000-511-60-20-03	City Council Family & Medical Leave	\$10.00
001-000-000-511-60-48-00	Trav. Meals & Lodging -Council	\$200.00
001-000-000-511-60-49-00	Tuition, Regst., Etc. -Council	\$200.00
001-000-000-512-60-30-00	Supplies - DON'T USE	\$20.00
<b>EXECUTIVE ADMINISTRATION - MAYOR</b>		
001-000-000-513-10-10-00	Mayor's Salary	\$1,200.00
001-000-000-513-10-20-01	Social Security - Mayor	\$92.00
001-000-000-513-10-20-02	Labor & Industries - Mayor	\$75.00
001-000-000-513-10-48-00	Travel, Meals, Lodging - Mayor	\$100.00
001-000-000-513-10-49-01	Tuition, Registration - Mayor	\$50.00
001-000-000-513-10-49-02	Miscellaneous - Mayor	\$200.00
001-000-000-513-10-49-03	Organization Dues - AWC	\$431.00
001-000-000-513-10-49-04	Organization Dues - L.C. EDC	\$250.00
<b>FINANCIAL ADMINISTRATION</b>		
001-000-000-514-20-10-01	City Manager Clerk/Treas 45%	\$30,470.00
001-000-000-514-20-10-02	Clerk's Assistant Wages - 10%	\$4,059.00
001-000-000-514-20-10-03	Dep. Clerk's Salary (20%)	\$9,351.00
001-000-000-514-20-31-00	Office And Operating Supplies 50%	\$1,800.00
001-000-000-514-20-31-01	Miscellaneous Expenses	\$500.00
001-000-000-514-20-42-00	Telephone - 001 and DSL Services 23.3%	\$500.00
001-000-000-514-20-43-00	Travels, Meals, Lodging-Clerk	\$640.00
001-000-000-514-20-49-01	Dues TO Pro Org - WFOA	\$50.00
001-000-000-514-20-49-02	Dues TO Pro Org - WMCA	\$225.00
001-000-000-514-20-49-03	Dues TO Pro Org - IIMC	\$405.00
001-000-000-514-20-49-04	Tuition, Registration & Dues	\$400.00
<b>BUDGETING</b>		
001-000-000-514-23-41-00	State Audit Expense 50%	\$10,000.00
<b>FINANCIAL</b>		
001-000-000-514-40-40-00	Election Expenses	\$1,500.00
<b>LEGAL</b>		
001-000-000-515-31-40-00	Retainer For City Attorney	\$350.00
		<b>\$350.00</b>

<b>EMPLOYEE BENEFITS</b>		
001-000-000-517-30-20-03	Medical Insurance - 001	\$7,470.00
001-000-000-517-60-20-04	Labor & Industries - 001	\$300.00
001-000-000-517-70-20-05	Unemployment Insurance	\$200.00
001-000-000-517-70-20-06	Family & Medical Leave Tax 001	\$167.00
001-000-000-517-90-20-01	Social Security - 001	\$3,357.00
001-000-000-517-90-20-02	Retirement	\$4,800.00
001-000-000-517-90-31-00	Wellness Programs & Incentives	\$1,000.00
<b>CENTRAL SERVICES</b>		
001-000-000-518-20-41-00	Consulting/grant Writing Serv.	\$350.00
001-000-000-518-20-47-01	PUD Bill, Office - 50%	\$1,400.00
001-000-000-518-20-47-02	Nat Gas -Food Bank & City 23.3%	\$900.00
001-000-000-518-20-47-03	Water/Sewer - Ofc(1) & Park(2)	\$4,148.00
001-000-000-518-20-47-04	Garbage Service City Hall	\$50.00
001-000-000-518-20-48-00	Repairs/Maint.-Park/S.L., Etc.	\$500.00
001-000-000-518-35-48-00	1/2 Maintenance For Copier	\$250.00
001-000-000-518-61-46-00	AWC RMSA- Liability Ins.	\$6,600.00
001-000-000-518-85-41-00	Vision Software 37.5%	\$2,600.00
001-000-000-518-90-49-03	Misc. Fees-Includes Wire Fee	\$250.00
<b>GENERAL EXPENSES - OTHER</b>		
001-000-000-519-90-49-03	Miscellaneous Dues	\$100.00
<b>EMERGENCY SERVICES</b>		
001-000-000-525-10-40-00	Emergency Services - L.C.	\$2,920.00
<b>ANIMAL CONTROL</b>		
001-000-000-539-30-41-00	Animal Control	\$150.00
<b>ECONOMIC CONTROL</b>		
001-000-000-553-70-40-00	S.W Air Pollution Control Auth	\$394.00
<b>MENTAL &amp; PHYSICAL HEALTH</b>		
001-000-000-569-40-40-00	LC Seniors Contribution	\$1,000.00
<b>CULTURE &amp; SPECTATORS EVENTS</b>		
001-000-000-573-90-40-00	Celebrations, Decorations Etc	\$100.00
<b>PARK FACILITIES</b>		
001-000-000-576-80-31-00	Park General Expenses - Garbage 10%	\$4,600.00
001-000-000-576-80-40-00	Park Tractor Fee	\$1,500.00
001-000-000-576-80-45-00	Dot Property Lease	\$175.00
<b>NON-EXPENDITURES</b>		
001-000-000-584-00-00-00	Purchase of Investments	\$0.00
001-000-000-585-00-00-00	Miscellaneous Refunds	\$100.00
<b>CAPITAL EXPENDITURES</b>		
001-000-000-592-14-83-00	1/2 Interest and Tax - Copier Payment	\$43.00
001-000-000-594-14-60-00	Capital Outlay	\$2,000.00
001-000-000-594-14-75-00	1/2 Copier Lease - Principal	\$540.00
001-000-000-594-76-60-00	Park Capital Outlay	\$5,500.00

**Total Current Expense**

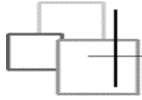
**\$124,402.00**

# City of Toledo



2022

Police Department Fund



# Police Department Expenditure

Starting Account Number: 001-000-001-512-60-49-00 Filing Fees

Ending Account Number: 001-001-000-589-00-00-00 Miscellaneous Refunds

Account Number	Description	Budget 2022
<b>JUDICIAL ADMINISTRATION</b>		
001-000-001-512-60-49-00	Filing Fees	\$1,500.00
001-000-001-515-31-40-00	City Attorney Fees	\$6,000.00
001-000-001-515-93-41-00	Attorney Fees Court Represent	\$3,000.00
<b>ADMINISTRATION</b>		
001-000-001-521-10-10-01	Salary - Police Chief	\$65,810.00
001-000-001-521-10-10-02	Wages - Police Sargeant	\$0.00
001-000-001-521-10-10-03	Wages - Police Officer 1	\$52,200.00
001-000-001-521-10-10-05	Violation Clerk 30%	\$12,176.00
001-000-001-521-10-10-06	City Manager-Clerk/Treas 5%	\$3,386.00
001-000-001-521-10-10-07	Deputy Clerk Wages 5%	\$2,738.00
001-000-001-521-10-20-01	Social Security - Police Dept.	\$10,428.00
001-000-001-521-10-20-02	Retirement -, Police Dept.	\$8,130.00
001-000-001-521-10-20-03	Medical Insurance - P.D.	\$21,912.00
001-000-001-521-10-20-04	Labor & Indust. P.D - Inc. Res	\$5,000.00
001-000-001-521-10-20-05	Unemployment Insurance	\$600.00
001-000-001-521-10-20-06	Uniforms - Police Dept.	\$2,000.00
001-000-001-521-10-20-07	Family & Medical Leave Tax PD	\$515.00
001-000-001-521-10-41-00	Hiring Costs	\$1,000.00
001-000-001-521-10-46-00	AWC RMSA - Liability Ins.	\$20,000.00
001-000-001-521-10-47-01	Nat Gas City Hall 12.3%	\$125.00
001-000-001-521-10-47-02	Pud - 10% of City Hall Bill	\$260.00
001-000-001-521-10-47-03	Garbage Service PD	\$10.00
001-000-001-521-10-49-01	Miscellaneous	\$300.00
<b>POLICE OPERATIONS</b>		
001-000-001-521-20-31-01	Office Supplies	\$600.00
001-000-001-521-20-31-02	Operating Supplies	\$2,000.00
001-000-001-521-20-42-00	Telephone and DSL 12.3%	\$1,500.00
001-000-001-521-20-48-00	Repairs & Main. - Contracted	\$4,000.00
<b>TRAINING</b>		
001-000-001-521-40-43-00	PD - Travel, Meals & Lodging	\$500.00
001-000-001-521-40-49-00	Police Training, Tuition, Etc	\$1,000.00
001-000-001-521-40-49-01	Professional Dues	\$200.00
<b>FACILITIES</b>		
001-000-001-521-50-32-00	Police Car - Fuel Consumed	\$8,500.00
001-000-001-521-80-40-00	Evidence Maintenance	\$3,200.00
<b>CARE &amp; CUSTODY OF PRISIONERS</b>		
001-000-001-523-60-40-00	Jail Costs	\$6,000.00

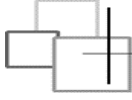
001-000-001-523-60-41-00	Medical Services For Prisoners	\$500.00
001-000-001-528-60-41-00	Lewis County Communications	\$19,229.00
001-000-001-528-60-42-00	Spillman/mdt Computer (car)	\$2,000.00
	<b>CAPITAL EXPENDITURES</b>	
001-000-001-594-21-60-00	Capital Outlay P.D.	\$3,000.00
	<b>TRANSFERS OUT</b>	
001-000-001-597-00-00-02	Police Car Reserve Fund	\$18,737.00

<b>Total Police Department Fund</b>		<b>\$288,056.00</b>
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# **CITY OF TOLEDO**



# **2022 CITY STREET FUND**

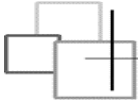


# City Street Revenue

Starting Account Number: 101-000-000-308-00-00-00 City Streets Beginning Balance

Ending Account Number: 101-001-000-384-00-00-00 Proceeds-Sale of Investments

Account Number	Description	Budget 2022
<b>TAXES</b>		
101-000-000-311-10-00-00	Property Taxes - 10% From CE (2018)	\$7,650.00
101-000-000-313-11-00-00	Retail Sales/use Tax 10% - 97	\$15,200.00
<b>STATE ENTITLEMENTS</b>		
101-000-000-336-00-71-00	Multimodal Transportation City	\$838.00
101-000-000-336-00-87-00	Motor Vehicle Fuel Tax	\$12,261.00
101-000-000-336-00-98-00	City Assistance	\$20,000.00
<b>MISCELLANEOUS INTEREST &amp; INVESTMENTS</b>		
101-000-000-361-11-00-00	Investment Int. City Street	\$50.00
101-000-000-362-10-00-00	Transfer From 001 Park (tractor)	\$500.00
101-000-000-367-11-00-00	AWC Loss Control Grant	\$400.00
<b>MISCELLANEOUS REVENUE</b>		
101-000-000-369-91-00-00	Other Miscellaneous Revenue	\$500.00
101-001-000-369-91-00-00	Misc. Refunds	\$20.00
<b>Total City Street Fund</b>		<b>\$57,419.00</b>



# City Street Expenditure

Starting Account Number: 101-000-000-508-00-00-00 Ending Fund Balance  
Ending Account Number: 101-001-000-589-00-00-00 Miscellaneous Refunds

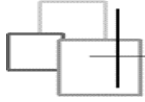
Account Number	Description	Budget 2022
<b>ROAD &amp; STREET MAINTENANCE</b>		
101-000-000-542-30-31-00	Operating Supplies	\$2,000.00
101-000-000-542-30-32-01	City Truck Expense - Fuel	\$700.00
101-000-000-542-30-32-02	Tractor Exp- Fuel\backhoe 1/4	\$350.00
101-000-000-542-30-47-01	Garbage Services 13.3%	\$125.00
101-000-000-542-30-48-00	Roadway Maint./Tree Removal	\$2,000.00
101-000-000-542-30-48-01	Roadway Maint. / Stp Funds	\$0.00
101-000-000-542-30-48-02	Rep. & Maint Veh/tractor 1/4	\$250.00
101-000-000-542-30-49-01	Equipment Rental	\$700.00
<b>STORM DRAINAGE</b>		
101-000-000-542-40-48-00	Storm Drainage Maintenance	\$600.00
<b>TRAFFIC &amp; STREET LIGHTING</b>		
101-000-000-542-63-47-00	Electricity For City Lights	\$9,500.00
<b>TRAFFIC CONTROL</b>		
101-000-000-542-64-31-00	Traffic Control -Painting,Etc	\$700.00
<b>ADMINISTRATION</b>		
101-000-000-543-10-10-01	Salary - Pub. Wks Super. - 10%	\$6,450.00
101-000-000-543-10-10-02	Salary - Pub. Wks. Assist. 10%	\$4,638.00
101-000-000-543-10-10-03	Wages For Summer Help - 20%	\$1,500.00
101-000-000-543-10-20-01	Social Security - City Streets	\$963.00
101-000-000-543-10-20-02	Retirement - City Streets	\$1,137.00
101-000-000-543-10-20-03	Labor & Industries - 101	\$800.00
101-000-000-543-10-20-04	Unemploy. Insur. - 101	\$100.00
101-000-000-543-10-20-05	Medical Insurance - 101	\$1,992.00
101-000-000-543-10-20-06	Family & Medical Leave Tax 101	\$48.00
101-000-000-543-10-41-00	Attorney Fees For City Streets	\$100.00
101-000-000-543-10-43-00	Travel, Meals, Lodging	\$200.00
101-000-000-543-10-49-00	Registration, Tuition	\$200.00
<b>GENERAL SERVICES</b>		
101-000-000-543-30-44-00	Advertising - 101	\$300.00
101-000-000-543-30-46-00	AWC RMSA - Liability Ins.	\$3,500.00
<b>NON-EXPENDITURES</b>		
101-000-000-584-00-00-00	Purchase of Investments	\$0.00
<b>DEBT SERVICES</b>		
101-000-000-594-22-63-00	Fire Hydrants/Man Hole Replacement	\$3,500.00
101-000-000-594-42-64-00	Capital Outlay - Tractor	\$2,000.00
101-000-000-597-00-00-01	Trans.to #340 For Match	\$0.00
<b>Total City Street Fund</b>		<b>\$44,353.00</b>



# **CITY OF TOLEDO**



## **2022 CRIMINAL JUSTICE FUND**

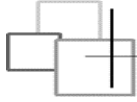


# Criminal Justice Revenue

Starting Account Number: 105-000-000-308-00-00-00 Criminal Jus.beginning Balance

Ending Account Number: 105-001-000-384-00-00-00 Proceeds - Sale of Investments

Account Number	Description	Budget 2022
<b>LOCAL ENTITLEMENTS</b>		
105-000-000-313-71-00-00	Local Criminal Justice Funds	\$14,600.00
<b>STATE ENTITLEMENTS</b>		
105-000-000-336-06-21-00	Criminal Justice - Low Population	\$1,000.00
105-000-000-336-06-26-00	Criminal Justice Special Programs	\$787.00
105-000-000-336-06-51-00	DUI/Other Crim.Justice Assist.	\$203.00
<b>Total Criminal Justice Fund</b>		<b>\$16,590.00</b>



# Criminal Justice Expenditure

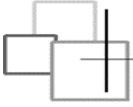
Starting Account Number: 105-000-000-508-00-00-00 Ending Fund Balance  
Ending Account Number: 105-001-000-584-00-00-00 Purchase of Investment

Account Number	Description	Budget 2022
	<b>DEBT SERVICES</b>	
105-000-000-597-00-00-00	Transfer TO 001 - Police Dept.	\$20,000.00
<b>Total Criminal Justice Fund</b>		<b>\$20,000.00</b>

# City of Toledo



2022  
Municipal Capital Improvement  
Fund



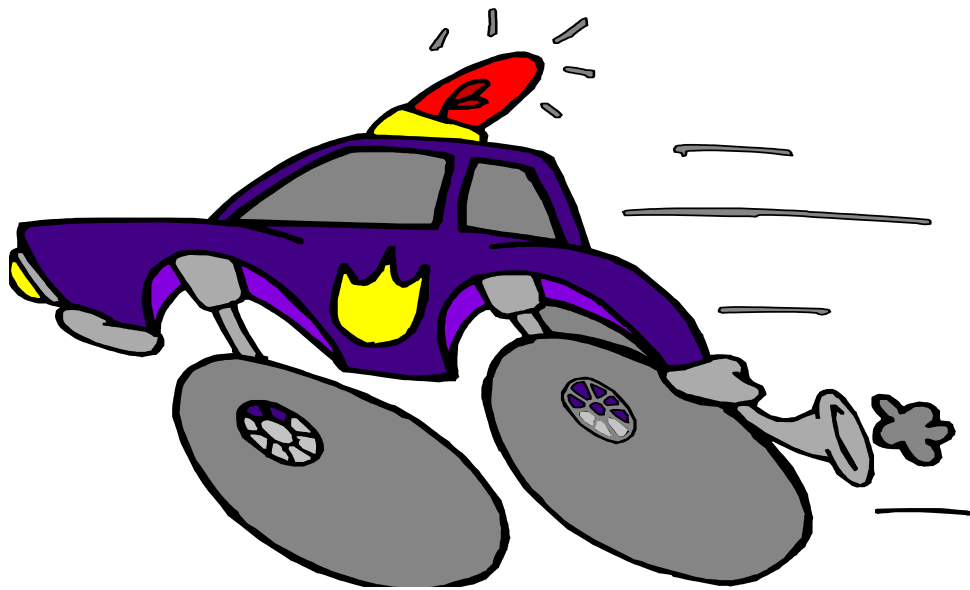
# Municipal Capital Improvement Revenue

Starting Account Number: 302-000-000-308-00-00-00 Muni Cap Imp Beginning Balance

Ending Account Number: 302-001-000-384-00-00-00 Proceeds - Sale of Investments

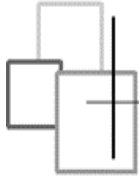
Account Number	Description	Budget 2022
	<b>TAXES</b>	
302-000-000-318-36-00-00	Real Estate Ex. Tax	\$10,000.00
	<b>MISCELLANEOUS REVENUE</b>	
302-000-000-361-11-00-00	Investment Interest	\$40.00
<b>Total Municipal Capital Improve</b>		<b>\$10,040.00</b>

# City of Toledo



2022

Police Car Reserve Fund

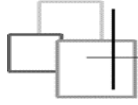


## Police Car Reserve Revenue

Starting Account Number: 304-000-000-308-00-00-00 Police Car Beginning Balance

Ending Account Number: 304-001-000-384-00-00-00 Proceeds-Sale of Investments

Account Number	Description	Budget 2022
	<b>MISCELLANEOUS REVENUE</b>	
304-000-000-361-11-00-00	Investment Int-Inc«105 P.car	\$40.00
304-000-000-369-91-00-01	Miscellaneous Revenue	\$8,000.00
	<b>OTHER FINANCING SOURCES</b>	
304-000-000-397-00-00-00	Transfer From 001	\$18,727.00
304-000-000-397-00-00-01	2022 Patrol Car Loan	\$30,000.00
	<b>Total Police Car Reserve Fund</b>	<b>\$56,767.00</b>



# Police Car Reserve Expenditure

Starting Account Number: 304-000-000-508-00-00-00 Ending Fund Balance  
Ending Account Number: 304-001-000-584-00-00-00 Purchase of Investments

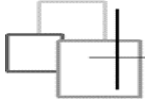
Account Number	Description	Budget 2022
<b>DEBT SERVICES</b>		
304-000-000-591-21-70-00	2021 Patrol Car Loan	\$9,323.00
304-000-000-591-21-70-01	2017 Patrol Car Loan - Payment	\$8,504.00
304-000-000-592-21-83-00	2021 Patrol Car Interest	\$31.00
304-000-000-592-21-83-02	2017 Patrol Car Loan - Interest	\$213.00
304-000-000-594-21-60-00	Capital Outlay	\$43,000.00
<b>Total Police Car Reserve Fund</b>		<b>\$61,071.00</b>



# City of Toledo



## 2022 Water/Sewer Fund

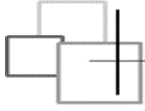


# Water & Sewer Revenue

Starting Account Number: 401-000-000-308-00-00-00 Water/sewer Beginning Balance

Ending Account Number: 401-001-000-389-49-00-00 Miscellaneous Non-Revenues

Account Number	Description	Budget 2022
<b>WATER SERVICES</b>		
401-000-000-343-40-00-01	Water Hook-UP Fees 50% C.I.	\$10,000.00
401-000-000-343-40-00-02	Water Sales	\$173,000.00
401-000-000-343-40-00-03	Transfer From 001 City Facilities (4)	\$1,653.00
401-000-000-343-40-00-04	Material/Labor For Water Service Conn.	\$800.00
401-000-000-343-40-00-05	Customer Account/Hydrant Use Service Fee - Water	\$300.00
401-000-000-343-40-00-06	Penalty Fees on Utility Bills - Water	\$2,000.00
<b>SEWER SERVICES</b>		
401-000-000-343-50-00-01	Sewer Charges	\$197,000.00
401-000-000-343-50-00-02	Sewer Hook-UP Fees 50% C.I.	\$10,000.00
401-000-000-343-50-00-03	Transfer From 001 City Facilities (4)	\$1,959.00
401-000-000-343-50-00-05	Customer Account Service Fee - Sewer	\$150.00
401-000-000-343-50-00-06	Penalty Fees on Utility Bills - Sewer	\$2,000.00
<b>MISCELLANEOUS REVENUE</b>		
401-000-000-361-11-00-00	Investment Int Water/sewer	\$600.00
401-000-000-361-40-00-00	Sewer Loan Interest	\$300.00
401-000-000-362-10-00-00	3/4 Trst FM 001 Park(tractor)	\$1,500.00
401-000-000-367-00-00-02	AWC Grant Funds	\$500.00
401-000-000-369-91-00-00	Misc. Rev./NSF Check Fees	\$200.00
401-000-000-369-91-00-01	Misc Refunds	\$100.00
<b>Total Water And Sewer Fund</b>		<b>\$402,062.00</b>



# Water & Sewer Expenditure

Starting Account Number: 401-000-000-508-00-00-00 Ending Fund Balance  
Ending Account Number: 401-001-000-585-00-00-00 Miscellaneous Refunds

Account Number	Description	Budget 2022
<b>PUBLICATIONS - WATER</b>		
401-000-000-534-00-40-01	Codification - Water	\$2,500.00
401-000-000-534-00-40-02	Advertising - Water	\$150.00
<b>FINANCE &amp; RECORDS - WATER</b>		
401-000-000-534-00-40-03	Audit 25% - Water	\$4,000.00
<b>WATER UTILITIES</b>		
401-000-000-534-10-43-00	Excise Tax - Water, Forest Tax	\$8,500.00
<b>ADMINISTRATION - WATER</b>		
401-000-000-534-18-10-01	Salary - PW Super - Water 70%	\$45,150.00
401-000-000-534-18-10-02	Salary - PW Assist - Water 20%	\$9,275.00
401-000-000-534-18-10-03	Salary - Manager/Clerk/Treas - Water - 25%	\$16,928.00
401-000-000-534-18-10-04	Salary - Deputy Clerk - Water - 37.5%	\$17,533.00
401-000-000-534-18-10-05	Salary - Clerk's Assit - Water - 30%	\$12,176.00
401-000-000-534-18-10-06	Part Time Extra Labor - Water - 40%	\$3,000.00
401-000-000-534-18-10-07	Part-Time Water Meter Project	\$0.00
<b>EMPLOYEE BENEFITS - WATER</b>		
401-000-000-534-18-20-01	Social Security - Water	\$8,571.00
401-000-000-534-18-20-02	Retirement - Water	\$11,177.00
401-000-000-534-18-20-03	Medical - Water	\$18,127.00
401-000-000-534-18-20-04	Labor & Industries - Water	\$1,900.00
401-000-000-534-18-20-05	Unemployment Ins. - Water	\$416.50
<b>OPERATIONS - WATER</b>		
401-000-000-534-18-20-06	Uniforms/Protective Clothing - Water - 50%	\$350.00
401-000-000-534-18-20-07	Family & Medical Leave Tax - Water	\$424.00
401-000-000-534-18-31-01	Office Supplies - Water - 25%	\$375.00
401-000-000-534-18-31-02	Operating Supplies - Water 25%	\$4,500.00
401-000-000-534-18-32-01	Fuel Expense-Truck - Water - 37.5%	\$1,000.00
401-000-000-534-18-32-02	Fuel Expense-Trac/Backhoe - Water - 37.5%	\$700.00
401-000-000-534-18-35-00	Small Tools/Equipment - Water - 50%	\$1,250.00
<b>OTHER SERVICES &amp; CHARGES - WATER</b>		
401-000-000-534-18-41-00	Vision Software - Water - 31.25%	\$2,200.00
401-000-000-534-18-41-02	Underground Locates - Water - 50%	\$50.00
401-000-000-534-18-42-01	Generator Fuel - Water - 50%	\$350.00
401-000-000-534-18-42-02	Phone/DSL - Water (32.2% For CH)	\$1,900.00
401-000-000-534-18-43-00	Travel/Meals/Lodging - Water 50%	\$500.00
401-000-000-534-18-46-00	AWC RMSA - Liability Ins - Water	\$13,500.00
401-000-000-534-18-47-01	PUD - Water (20% City Hall)	\$500.00
401-000-000-534-18-47-02	Natural Gas - 32.2%	\$275.00
401-000-000-534-18-47-04	Garbage 38.35%	\$500.00
401-000-000-534-18-48-00	Repairs/Maintenance - Contracted	\$2,000.00
401-000-000-534-18-48-01	25% Maintenance For Copier	\$135.00

**OTHER SERVICES & CHARGES - WATER cont.**

401-000-000-534-18-48-02	Rep/Maint Trk/Trac - 37.5%	\$1,000.00
401-000-000-534-18-49-01	Dues/Reg/Tuition/Cert - Water	\$1,250.00
401-000-000-534-18-49-02	Miscellaneous - Water	\$250.00
401-000-000-534-18-49-04	City Attorney Fees - Water	\$200.00
401-000-000-534-20-41-00	Consulting & Engineering Ser.	\$500.00

**MAINTENANCE - WATER**

401-000-000-534-50-31-00	Chlorine For Water System	\$700.00
401-000-000-534-80-41-00	Water Testing	\$1,500.00
401-000-000-534-80-47-00	Electricity For Water Works	\$3,000.00
401-000-000-534-80-47-01	Drinking Water Operating permit	\$1,000.00

**PUBLICATIONS - SEWER**

401-000-000-535-00-40-01	Codification - Sewer	\$2,500.00
401-000-000-535-00-40-02	Advertising - Sewer	\$150.00
401-000-000-535-00-43-03	Audit 25% - Sewer	\$4,000.00

**FINANCE & RECORDS - SEWER**

401-000-000-535-10-43-00	Excise Tax - Sewer	\$6,500.00
401-000-000-535-10-49-00	Document Recording	\$0.00

**ADMINISTRATION - SEWER**

401-000-000-535-18-10-01	Salary - PW Super - Sewer 20%	\$12,900.00
401-000-000-535-18-10-02	Salary - PW Assist - Sewer 70%	\$32,463.00
401-000-000-535-18-10-03	Salary - Manager/Clerk/Treas - Sewer - 25%	\$16,928.00
401-000-000-535-18-10-04	Salary - Deputy Clerk - Sewer - 37.5%	\$17,533.00
401-000-000-535-18-10-05	Salary - Clerk's Assit - Sewer - 30%	\$12,176.00
401-000-000-535-18-10-06	Part Time Extra Labor - Sewer - 40%	\$3,000.00

**EMPLOYEE BENEFITS - SEWER**

401-000-000-535-18-20-01	Social Security - Sewer	\$7,268.00
401-000-000-535-18-20-02	Retirement - Sewer	\$9,430.00
401-000-000-535-18-20-03	Medical - Sewer	\$18,127.00
401-000-000-535-18-20-04	Labor & Industries - Sewer	\$1,900.00
401-000-000-535-18-20-05	Unemployment Ins. - Sewer	\$416.50

**OPERATIONS - SEWER**

401-000-000-535-18-20-06	Uniforms/Protective Clothing - Sewer - 50%	\$350.00
401-000-000-535-18-20-07	Family & Medical Leave Tax - Sewer	\$424.00
401-000-000-535-18-31-01	Office Supplies - Sewer - 25%	\$375.00
401-000-000-535-18-31-02	Operating Supplies - Sewer 25%	\$4,500.00
401-000-000-535-18-32-01	Fuel Expense-Truck - Sewer - 37.5%	\$1,000.00
401-000-000-535-18-32-02	Fuel Expense-Trac/Backhoe - Sewer - 37.5%	\$700.00
401-000-000-535-18-35-00	Small Tools/Equipment - Sewer - 50%	\$1,250.00

**OTHER SERVICES & CHARGES - SEWER**

401-000-000-535-18-41-00	Vision Software - Sewer - 31.25%	\$2,200.00
401-000-000-535-18-41-02	Underground Locates - Sewer - 50%	\$50.00
401-000-000-535-18-42-01	Generator Fuel - Sewer - 50%	\$350.00
401-000-000-535-18-42-02	Phone/DSL - Sewer (32.2% For CH)	\$1,900.00
401-000-000-535-18-43-00	Travel/Meals/Lodging - Sewer 50%	\$500.00
401-000-000-535-18-46-00	AWC RMSA - Liability Ins - Sewer	\$13,500.00
401-000-000-535-18-47-01	PUD - Sewer (20% City Hall)	\$500.00
401-000-000-535-18-47-02	Natural Gas - 32.2%	\$275.00
401-000-000-535-18-47-04	Garbage 38.35%	\$500.00
401-000-000-535-18-48-00	Repairs/Maintenance - Contracted	\$2,000.00
401-000-000-535-18-48-01	25% Maintenance For Copier	\$135.00

**OTHER SERVICES & CHARGES - SEWER cont.**

401-000-000-535-18-48-02	Rep/Maint Trk/Trac - 37.5%	\$1,000.00
401-000-000-535-18-49-01	Dues/Reg/Tuition/Cert - Sewer	\$1,250.00
401-000-000-535-18-49-02	Miscellaneous - Sewer	\$250.00
401-000-000-535-18-49-04	City Attorney Fees - Sewer	\$200.00
401-000-000-535-20-41-00	Consulting & Engineering Ser.	\$500.00
401-000-000-535-40-30-00	Funds For Inflow/infiltra.prob	\$3,000.00

**MAINTENANCE - SEWER**

401-000-000-535-50-31-01	Herbicide/chemicals	\$200.00
401-000-000-535-50-31-03	Chlorine Tablets	\$450.00
401-000-000-535-50-31-04	Chlorine Equip-Rep, Maint	\$500.00
401-000-000-535-50-35-00	Bio Solids/Disposal	\$6,000.00
401-000-000-535-50-48-00	Sewer Main Cleaning	\$540.00

**OPERATIONS - GENERAL**

401-000-000-535-80-31-01	Lab Chem.,Glassware,& Supplies	\$2,200.00
401-000-000-535-80-31-02	WWTP/Lab Equipment Repairs/maint.	\$4,500.00
401-000-000-535-80-41-00	WWTP Analytical Standard Test/WWTP Tests	\$1,000.00
401-000-000-535-80-41-02	Sewer Effluent Testing	\$1,000.00
401-000-000-535-80-47-01	Electricity For Sewer Plant	\$16,000.00
401-000-000-535-80-47-02	Discharge Permit Fee	\$975.00
401-000-000-535-80-47-03	Sewer Lab Accreditation Fee	\$750.00
401-000-000-535-80-47-04	Bio Solids Permit Fee	\$1,150.00
401-000-000-535-80-47-06	Bio Solids Operating Costs	\$3,500.00
401-000-000-535-80-47-07	DOE Hazardous Waste Generation Fee	\$100.00

**INTEREST & OTHER DEBT SERVICES**

401-000-000-592-34-83-01	Interest/Tax - Copier Lease - Water (25%)	\$21.50
401-000-000-592-35-83-01	Interest/Tax - Copier Lease - Sewer (25%)	\$21.50
401-000-000-594-14-75-00	1/2 Copier Lease - Principal	\$540.00
401-000-000-594-34-64-00	Capital Outlay Administrative - Water	\$1,750.00
401-000-000-594-35-64-00	Capital Outlay Administrative - Sewer	\$1,750.00
401-000-000-597-00-00-02	Truck/equip Reserve Fund 408	\$10,000.00

**NON-EXPENDITURES**

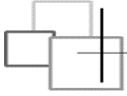
401-001-000-585-00-00-00	Miscellaneous Refunds	\$0.00
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**Total Water And Sewer Fund****\$434,261.00**

# City of Toledo



## 2022 Water/Sewer Truck & Equipment Fund



# Water & Sewer Truck/Equipment Revenue

Starting Account Number: 408-000-000-308-00-00-00 Truck/equip. Beginning Balance

Ending Account Number: 408-001-000-384-00-00-00 Proceeds-Sale of Investments

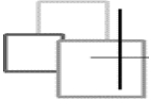
Account Number	Description	Budget 2022
	<b>MISCELLANEOUS REVENUE</b>	
408-000-000-361-11-00-00	Investment Int. Truck/Equip	\$40.00
	<b>OTHER FINANCING SOURCES</b>	
408-000-000-397-00-00-00	Oper Trans IN FM Fund 401	\$10,000.00
<b>Total W/S Truck &amp; Equip</b>		<b>\$10,040.00</b>

# **City of Toledo**



## **2022 Water/Sewer Capital Improvement Fund**



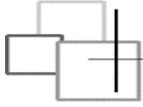


# Water & Sewer Capital Improvement Revenue

Starting Account Number: 410-000-000-308-00-00-00 W/S Cap Imp. Beginning Balance

Ending Account Number: 410-001-000-384-00-00-00 Proceeds-Sale of Investments

Account Number	Description	Budget 2022
<b>MISCELLANEOUS REVENUE</b>		
410-000-000-334-04-20-00	2019 Dept. of Commerce Community Capital Projects	\$400,000.00
410-000-000-343-40-00-01	50% Water Hook UP Fee	\$10,000.00
410-000-000-343-50-00-02	50% Sewer Hook UP Fee	\$10,000.00
<b>MISCELLANEOUS INVESTMENTS</b>		
410-000-000-361-11-00-00	Investment Interest W/S C.I.	\$800.00
<b>SPECIAL ASSESSMENTS</b>		
410-000-000-368-10-00-00	W/S Capital Imp. Assesment	\$175,000.00
410-000-000-368-10-00-01	Cap Improv Assess W/S Hookup	\$4,000.00
<b>Total W/S Capital Improvement Fund</b>		<b>\$599,800.00</b>



# Water & Sewer Capital Improvement Expenditure

Starting Account Number: 410-000-000-508-00-00-00 Ending Fund Balance

Ending Account Number: 410-000-000-597-34-00-00 Cap. Improv -Pwtf Contingency

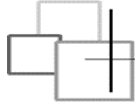
Account Number	Description	Budget 2022
<b>NON-EXPENDITURES</b>		
410-000-000-584-00-00-00	Purchase of Investments	\$0.00
<b>DEBT SERVICES</b>		
410-000-000-591-35-78-00	2003 PWTF Payment	\$33,416.00
410-000-000-591-35-78-01	2003 DOE Loan Payment	\$9,027.00
410-000-000-591-35-78-02	2011 PWTF Loan Payment	\$116,845.00
410-000-000-592-35-83-00	2003 PWTF Interest	\$334.00
410-000-000-592-35-83-01	2003 DOE Interest	\$239.00
410-000-000-592-35-83-02	2011 PWTF Interest	\$5,842.00
410-000-000-594-34-40-00	2019 Dept of Commerce Community Projects - Utility Lines Engineering - Water	\$200,000.00
410-000-000-594-34-64-00	Capital Outlay - Water	\$5,000.00
410-000-000-594-34-64-02	Water Meter Replacement Costs	\$0.00
410-000-000-594-35-40-00	2019 Dept of Commerce Community Projects - Utility Lines Engineering - Sewer	\$200,000.00
410-000-000-594-35-64-00	Capital Outlay - Sewer	\$5,000.00
410-000-000-594-38-64-01	Capital Outlay - DON'T USE	\$0.00
410-000-000-597-00-00-03	Patrol Car Loan	\$30,000.00
<b>Total W/S Capital Improvement Fund</b>		<b>\$605,703.00</b>

# City of Toledo



2022

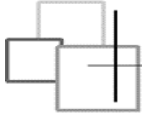
Trust Fund



# Trust Fund Revenue

Starting Account Number: 631-000-000-308-31-00-00 Trust Beginning Cash Balance  
Ending Account Number: 631-001-000-389-30-95-00 2% Liquor Board Profits

Account Number	Description	Budget 2022
<b>RETAIL SALES AND USE</b>		
631-001-000-313-31-00-00	Hotel/motel Tax	\$0.00
<b>NON-REVENUES - COUNTY</b>		
631-001-000-385-00-00-00	LC Pud Paystation Payments	\$0.00
631-001-000-386-00-00-00	Rec. of Trust & Agency Monies	\$0.00
631-001-000-386-00-43-01	Crime Victims remit 1.2% (County)	\$0.00
631-001-000-386-00-43-02	Warrant Costs (County)	\$0.00
631-001-000-386-00-43-03	Adult Probation Costs (County)	\$0.00
631-001-000-386-33-00-00	L.C. Time Pay Fee (county)	\$0.00
<b>STATE REMITTANCES</b>		
631-001-000-386-83-00-00	Trauma Care (state)	\$0.00
631-001-000-386-83-31-00	Auto Theft Prevention (state)	\$0.00
631-001-000-386-83-32-00	Trauma Brain Injury 94 (state)	\$0.00
631-001-000-386-88-00-00	ST Gen Fund 54 (state)	\$0.00
631-001-000-386-89-09-00	WSP Highway Account (state)	\$0.00
631-001-000-386-89-14-00	Highway Safety Account (state)	\$0.00
631-001-000-386-89-15-00	Death Investigation Account (state)	\$0.00
631-001-000-386-91-00-00	ST Gen Fund 40 (state)	\$0.00
631-001-000-386-92-00-00	ST Gen Fund 50 (state)	\$0.00
631-001-000-386-96-01-00	Criminal Lab-Breath/Blood (state)	\$0.00
631-001-000-386-97-00-01	JIS (state)	\$0.00
<b>NON-REVENUES</b>		
631-001-000-389-30-94-00	2% Liquor Excise Tax	\$0.00
631-001-000-389-30-95-00	2% Liquor Board Profits	\$0.00
<b>Total Private-Purpose Trust Funds</b>		<b>\$0.00</b>



# Trust Fund Expenditure

Starting Account Number: 631-000-000-508-31-00-00 Ending Fund Balance

Ending Account Number: 631-001-000-589-30-00-14 2% Liquor Board Pro TO L.C. Treasurer

Account Number	Description	Budget 2022
<b>NON-EXPENDITURES</b>		
631-001-000-586-00-00-00	Hotel/motel Tax To State	\$0.00
631-001-000-586-00-00-01	Crime Victims remit 1.2% (county)	\$0.00
631-001-000-586-00-00-02	30%-32% to State Treasurer (St.Gen Funds)	\$0.00
631-001-000-586-00-00-03	Warrant Costs To Lewis County	\$0.00
631-001-000-586-00-00-04	Adult Probation Costs To L.C.	\$0.00
631-001-000-586-00-00-05	JIS Fees to State	\$0.00
631-001-000-586-00-00-06	Misc Fees to L.C.	\$0.00
631-001-000-586-00-00-07	Auto Theft Prevention (state)	\$0.00
631-001-000-586-00-00-08	Trauma Brain Injury (state)	\$0.00
631-001-000-586-00-00-11	LC Pud Paystation Payments	\$0.00
631-001-000-589-30-00-13	2% Liquor EX Tax TO L.C.treas	\$0.00
631-001-000-589-30-00-14	2% Liquor Board Pro TO L.C. Treasurer	\$0.00
<b>Total Private-Purpose Trust Funds</b>		<b>\$0.00</b>