



CITY OF TOLEDO
WASHINGTON
2024 Budget Book

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City of Toledo Officials and Personnel

City Council

Mayor: Cherie Devore			
Emily Morgan	Position No. 1	Eric Hayes	Position No. 2
Rebecca Duerst	Position No. 3	Kathy Hill	Position No. 4
Jamie Scalise	Position No. 5	Buzzard & O'Rourke	City Attorney

Appointed Officials

Name	Position	Name	Position
Rachel Beaver	City Clerk / Treasurer	Duane Garvais Lawrence	Police Chief
Jon Cravens	Public Works Supervisor	Karlie Jones	Utilities Clerk
Tarryn Carter	Lateral Police Officer		

Commissions & Committees

Planning Commission		
Steven Berch	Chairperson	
Brian Dennis	Co-Chair	
Tom Hill	Daniel Kane	Lucas Cabrera

Park Board		
Mike Morgan	Chairperson	
Mari Herold	Ruth Kinder	Stephanie Rouse

Budget Information

Ordinance 796 – Budget Adoption

ORDINANCE NO. 796

AN ORDINANCE FOR THE CITY OF TOLEDO, WASHINGTON ADOPTING A BUDGET FOR THE CITY OF TOLEDO FOR THE YEAR 2024 AS REQUIRED BY LAW; ADOPTING THE 2024 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 27th day of November, 2023 and the 4th day of December, 2023, 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 2024 is as follows:


001 Current Expense Fund		Revenue	Expense
	General Government Expense	\$ 403,500.00	\$ 96,410.00
	Parks Department Expense	\$ 22,100.00	\$ 18,926.00
	Planning Department Expense	\$ 30,200.00	\$ 38,630.00
	Court Services Expense	\$ 1,660.00	\$ 29,000.00
001	Police Department Expense	\$ 20,000.00	\$ 275,650.00
	Current Expense Budget	\$ 477,460.00	\$ 458,616.00
Public Works Expense Funds		Revenue	Expense
101	City Street Expense	\$ 52,830.00	\$ 52,760.00
401	Water Sewer Expense	\$ 475,970.00	\$ 475,330.00
	Public Works Budget	\$ 528,800.00	\$ 528,090.00
	Total Operating Budget	\$ 1,006,260.00	\$ 986,706.00

	Reserve Funds		BOY Reserves	EOY Reserves
001	General Fund Reserves		\$ 397,219.60	\$ 416,063.60
101	City Street Reserve Fund		\$ 142,726.78	\$ 132,796.78
102	Arterial Street Fund		\$ -	\$ -
105	Criminal Justice Fund		\$ 91,094.17	\$ 87,764.17
106	Substance Abuse Fund		\$ -	\$ -
301	City Hall Building Fund		\$ 100,665.63	\$ 100,665.63
302	Municipal Capital Improvement Fund		\$ 58,328.52	\$ 68,328.52
304	Police Car Reserve Fund		\$ 27,187.90	\$ 36,787.90
340	City Street Construction Fund		\$ 2,094.75	\$ 2,094.75
401	Water Sewer Operations Reserves		\$ 96,885.08	\$ 37,525.08
402	Water Sewer Bond Fund		\$ -	\$ -
403	Water Sewer Bond Redemption Fund		\$ -	\$ -
408	Water Sewer Truck & Equipment Fund		\$ 24,875.28	\$ 34,875.28
410	Water Sewer Capital Improvement Fund		\$ 664,760.28	\$ 699,140.28
440	Water Sewer Construction Fund		\$ -	\$ -
621	Trust Fund		\$ 3,503.68	\$ 3,503.68
		Reserves Total	\$ 1,609,341.68	\$ 1,619,545.68

PASSED BY THE CITY COUNCIL, of the City of Toledo and **APPROVED** by its Mayor at a regularly scheduled meeting this 18th day of December, 2023.


Cherie DeVore, Mayor

Attest


CITY CLERK

Approved as to legal form:

Buzzard O'Rourke
City Attorney

Passed First Reading: 12-11-2023
Passed Second Reading: 12-18-2023
Date of Publication of Summary: 12-19-2023
Effective Date: 12-26-2023

Attachments A & B Following Pages

City of Toledo - Ordinance 796

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Fee Schedule

City of Toledo - 2024 Fee Schedule - Adopted with Ordinance 796 (Attachment A)

Category	Sub Category	Description	Fee/Charge	Referenc	Notes
Fees					
Administrative					
Fees	Administrative	NSF Check Fee	\$45.00		
Fees	Administrative	Notary - inside City Limits	\$6.00		
Fees	Administrative	Notary - outside City Limits	\$10.00		
Events					
Fees	Events	Special Event – 1st Day	\$500.00		This is for events that are on City property.
Fees	Events	Special Event – 2nd Day	\$250.00		This is for events that are on City property.
Miscellaneous					
Fees	Miscellaneous	Boundary Review Board Fee	\$150.00		
Other Inspections and Fees					
Fees	Other Inspections and Fees	Use of Outside Consultants (Pass-through agreement required)	Actual Costs + 15%	ORD 780	
Fees	Other Inspections and Fees	Inspections outside of normal business hours. Per Hour	\$300.00	ORD 780	
Fees	Other Inspections and Fees	Reinspections	\$150.00	ORD 780	
Fees	Other Inspections and Fees	Life Safety Inspections. Per Hour	\$250.00	ORD 780	
Fees	Other Inspections and Fees	Special Inspections. Per Hour	\$100.00	ORD 780	
Fees	Other Inspections and Fees	Additional Plan Review for Changes, Additions, or Revisions Per Hour	\$100.00	ORD 780	
Fees	Other Inspections and Fees	Investigation Fee	Double Permit Fee		
Fees	Other Inspections and Fees	Plan Review Fee - Standard	65% of base fee		
Fees	Other Inspections and Fees	Plan Review Fee – Agricultural Building over 10,000 SF	40% of base fee		
Fees	Other Inspections and Fees	Plan Review Fee – Pole Buildings w/ Structure 40' Clear Span or Greater, U Occupancy Only	40% of base fee		
Fees	Other Inspections and Fees	Propane Storage Tank - Above ground	\$135.00		
Fees	Other Inspections and Fees	Propane Storage Tank – Below Ground	Bldg Permit Fee / Valuation		
Fees	Other Inspections and Fees	Permit Change	\$50.00		
Fees	Other Inspections and Fees	Right-of-Way Inspection. Per Hour	\$50.00		
Parks					
Fees	Parks	Boat Launch Day Pass	\$5.00		
Fees	Parks	Boat Launch Annual Pass	\$40.00		
Fees	Parks	Kitchen Rental – inside city limits resident (per day)	\$55.00		
Fees	Parks	Kitchen Rental – outside city limits resident (per day)	\$88.00		
Fees	Parks				
Fees	Parks	Event/Company Picnic – 1 to 99 people (per day)	\$100.00		
Fees	Parks	Event/Company Picnic – 100 + (per day)	\$150.00		
Fees	Parks	RV Dump Station – per use for non-camper	\$5.00		
Fees	Parks	Tent Camping - per night	\$20.00		Booked via Firefly
Fees	Parks	RV Camping (under 40 feet) - includes water/electricity - May-October	\$40.00		
Fees	Parks	RV Camping (40 feet) - includes water/electricity - May-October	\$55.00		This is for spots - 2, 4, 9
Fees	Parks	RV Camping - includes water/electricity - November - April	\$75.00		All RV spots are the same price in the Winter months.
Fees	Parks	Camping - Extra Vehicle - per night	\$5.00		There currently is no way to capture this fee
Sewer					
Fees	Sewer	Residential Rate - 5/8 inch meter (inside city limits)	\$89.68	ORD 782	

	Fees	Sewer	Commerical/Church Rate - 5/8 meter	\$89.68	ORD 782	
	Fees	Sewer	Capital Improvement fee (inside/outside)	\$68.00	ORD 775	
	Fees	Sewer	Late Fee (inside/outside)	\$10.00		
	Fees	Sewer	New Hookup Privilege (Residential inside City Limits)	\$7,550.00	ORD 796	
	Fees	Sewer	Residential Rate - 5/8 inch meter (outside city limits)	\$133.41	ORD 782	
	Fees	Sewer	New Hookup Privilege (Residential Outside City Limits)	\$8,950.00	ORD 796	
	Fees	Sewer	Commerical/Church Overage - per 1,000 gallons (inside/outside)	\$4.50	ORD 782	
Water						
	Fees	Water	Residential Overage (inside city limits) - per 1,000 gallons	\$3.00	ORD 782	
	Fees	Water	Residential Rate - 5/8 inch meter (inside city limits)	\$74.04	ORD 782	
	Fees	Water	Residential Rate - 1 inch meter (inside city limits)	\$89.91	ORD 782	
	Fees	Water	Residential Rate - 2 inch meter (inside city limits)	\$163.73	ORD 782	
	Fees	Water	Toledo Youth Baseball - Mar-Aug allowed 4,000/month - overage rate - annual	\$150.00		
	Fees	Water	Lewis County Cemetery District #7 - annual	\$50.00		
	Fees	Water	Late Fee (inside/outside)	\$10.00		
	Fees	Water	New Hookup Privilege (Residential inside City Limits)	\$4,800.00	ORD 796	
	Fees	Water	New Hookup Privilege (Residential outside City Limits)	\$6,200.00	ORD 796	
	Fees	Water	Capital Improvement fee (inside/outside)	\$10.00		
	Fees	Water	Residential Rate - 5/8 inch meter (outside city limits)	\$110.32	ORD 782	
	Fees	Water	Residential Rate - 1 inch meter (outside city limits)	\$133.96	ORD 782	
	Fees	Water	Residential Rate - 1 1/2 inch meter (outside city limits)	\$175.06	ORD 782	
	Fees	Water	Residential Rate - 2 inch meter (outside city limits)	\$243.96	ORD 782	
	Fees	Water	Residential Overage (outside city limits) - per 1,000 gallons	\$4.50		
	Fees	Water	Unauthorized Water Meter Lock Removal Fee – when customer cuts or removes lock from meter without authorization	\$250.00		
	Fees	Water	Damage to Water Meter – meter damaged by customer (materials, equipment & labor repair). Base fee plus any additional costs	\$250.00		
	Fees	Water	Clear Obstructed Water Meter – request to customer to remove is refused	\$75.00		
	Fees	Water	Hydrant Meter Use Application Fee			
	Fees	Water	Hydrant Meter Double check valve w/meter deposit (refundable)	\$500.00		
	Fees	Water	Hydrant Meter Water Rate - per 1,000 gallons	\$4.50		
Water / Sewer						
	Fees	Water / Sewer	Delinquent Account Door Hanger Fee	\$15.00		
	Fees	Water / Sewer	Delinquent Disconnect Fee	\$15.00		
	Fees	Water / Sewer	Delinquent Reconnect Fee	\$15.00		
	Fees	Water / Sewer	Emergency Call-Outs - 2 hour minimum	\$100.00		
	Fees	Water / Sewer	Locating Water/Sewer Lines and/or stand for contractor - during business hours - 2 hour minimum per person	\$75.00		
	Fees	Water / Sewer	Locating Water/Sewer Lines and/or stand for contractor - outside business hours - 2 hour minimum per person	\$100.00		
Licenses						
Business						
	Licenses	Business	Business License (over \$3,000 in services/goods income)	\$40.00		This is done on the Department of Commerce site. The City no longer takes
	Licenses	Business	Business License (Under \$3,000 in services/goods income)	no charge		

Residents					
Licenses	Residents	Dog License - unaltered	\$25.00	ORD 558	Service Dogs are exempt from license fee, but they need to be up to date on rabies.
Licenses	Residents	Dog License - unaltered (additional dog)	\$15.00	ORD 558	
Licenses	Residents	Dog License - altered	\$20.00	ORD 558	
Licenses	Residents	Dog License - altered (additional dog)	\$10.00	ORD 558	
Licenses	Residents	Kennel Fee (5 or more dogs)	\$100.00	ORD 558	
Licenses	Residents	Amusement Device License - per device	\$25.00		See Event Application for more details on amusement devices.
Permits					
Building Fees					
Permits	Building Fees	Total Building Valuation \$1 to \$500	\$37.00	ORD 786	
Permits	Building Fees	Total Building Valuation \$501 to \$2,000 - base fee for first \$500. \$5.00 for each additional \$100 in valuation	\$37.00	ORD 786	
Permits	Building Fees	Total Building Valuation \$2,001 to \$25,000 - base fee for first \$2,000. \$18.50 for each additional \$1,000 in valuation	\$112.00	ORD 786	
Permits	Building Fees	Total Building Valuation \$25,001 to \$50,000 - base fee for first \$25,000. \$13.25 for each additional \$1,000 in valuation	\$537.50	ORD 786	
Permits	Building Fees	Total Building Valuation \$50,001 to \$100,000 - base fee for first \$50,000. \$10.50 for each additional \$1,000 in valuation	\$862.50	ORD 786	
Permits	Building Fees	Total Building Valuation \$100,001 to \$500,000 - base fee for first \$100,000. \$8.10 for each additional \$1,000 in valuation	\$1,387.50	ORD 786	
Permits	Building Fees	Total Building Valuation \$500,001 to \$1,000,000 - base fee for first \$500,000. \$7.00 for each additional \$1,000 in valuation	\$4,627.50	ORD 786	
Permits	Building Fees	Total Building Valuation \$1,000,000 and up - base fee for first \$1,000,000. \$5.50 for each additional \$1,000 in valuation	\$8,127.50	ORD 786	
Permits	Building Fees	Manufactured Home Placement	\$700.00		
Commercial/Industrial					
Permits	Commercial/Industrial	Total Building Valuation \$1 to \$500	\$40.50	ORD 786	These valuations are used to calculate the value of the residential project being permitted.
Permits	Commercial/Industrial	Total Building Valuation \$501 to \$1,000 - base fee for first \$500. \$47.00 + 3.5% of value	\$47.00	ORD 786	These valuations are used to calculate the value of the residential project being permitted.
Permits	Commercial/Industrial	Total Building Valuation \$1,001 to \$5,000 - base fee for first \$1,000. \$82.00 + 3.05% of value	\$82.00	ORD 786	These valuations are used to calculate the value of the residential project being permitted.
Permits	Commercial/Industrial	Total Building Valuation \$5,001 to \$50,000 - base fee for first \$5,000. \$234.00 + 1.8% of value	\$234.00	ORD 786	These valuations are used to calculate the value of the residential project being permitted.
Permits	Commercial/Industrial	Total Building Valuation \$50,001 to \$250,000 - base fee for first \$50,000. \$1,127.00 + 1.05% of value	\$1,127.00	ORD 786	These valuations are used to calculate the value of the residential project being permitted.
Permits	Commercial/Industrial	Total Building Valuation \$250,001 to \$1,000,000 - base fee for first \$250,000. \$3,752.00 + .85% of value	\$3,752.00	ORD 786	These valuations are used to calculate the value of the residential project being permitted.
Permits	Commercial/Industrial	Total Building Valuation \$1,000,001 and up - base fee for first \$1,000,000. \$12,152.00 + .47% of value	\$12,152.00	ORD 786	These valuations are used to calculate the value of the residential project being permitted.
Environmental Review					
Permits	Environmental Review	SEPA Review	\$1,000.00	ORD 786	
Permits	Environmental Review	Critical Area Determination	\$100.00	ORD 786	
Permits	Environmental Review	Critical Area Permit	\$1,000.00	ORD 786	
Permits	Environmental Review	CAPO – Reasonable Use Exception	\$3,000.00	ORD 786	
Excavation & Grading					
Permits	Excavation & Grading	50 cubic yards or less	\$50.00	ORD 786	Based on Value
Permits	Excavation & Grading	51 to 100 cubic yards - base fee + Plan Review if needed	\$75.00	ORD 786	Based on Value
Permits	Excavation & Grading	101 to 500 cubic yards - base fee + Plan Review if needed	\$100.00	ORD 786	Based on Value
Permits	Excavation & Grading	501 to 1,000 cubic yards - base fee for first 500 CY + \$50 for each additional 100 CY	\$50.00	ORD 786	Based on Value

	Permits	Excavation & Grading	1,001 to 10,000 cubic yards - base fee for first 1,000 CY + \$20 for each additional 1,000 CY	\$300.00	ORD 786	
	Permits	Excavation & Grading	10,001 to 100,000 cubic yards - base fee for first 10,000 CY + \$15 for each additional 10,000 CY	\$480.00	ORD 786	
	Permits	Excavation & Grading	100,001 cubic yards or more - base fee for first 100,000 CY + \$40 for each additional 10,000 CY	\$1,830.00	ORD 786	
Miscellaneous						
	Permits	Miscellaneous	Right-of-Way Permit - under 500 Linear Feet	\$125.00		
	Permits	Miscellaneous	Right-of-Way Permit - over 500 Linear Feet	\$250.00		
	Permits	Miscellaneous	Shoreline Permit			
	Permits	Miscellaneous	Shoreline Exemption			
	Permits	Miscellaneous	Clearing Permit - base fee + all costs involved	\$150.00		
Plats & Subdivisions						
	Permits	Plats & Subdivisions	Boundary Line Adjustment	\$1,000.00	ORD 786	
	Permits	Plats & Subdivisions	Street/Alley Vacation Request	\$1,000.00	ORD 786	
	Permits	Plats & Subdivisions	Short Subdivision (Short Plat) - base fee + \$250 per lot	\$1,500.00	ORD 786	
	Permits	Plats & Subdivisions	Subdivision – Preliminary Plat - base fee \$250 per additional ERU	\$600.00	ORD 786	
	Permits	Plats & Subdivisions	Subdivision - Inspection Fees	Actual Costs	ORD 786	
	Permits	Plats & Subdivisions	Subdivision – Final Plat	\$7,500.00	ORD 786	
	Permits	Plats & Subdivisions	Subdivision – Plat Extension Requests	\$3,000.00	ORD 786	
	Permits	Plats & Subdivisions	Plat Revisions - base fee + \$250 per added lot	\$3,000.00	ORD 786	
Medical Marijuana						
	Permits	Medical Marijuana	Application	\$400.00		
	Permits	Medical Marijuana	Initial City Inspection	\$250.00		
	Permits	Medical Marijuana	Subsequent City Inspections (each)	\$250.00		
	Permits	Medical Marijuana	Initial Fire Inspection	\$250.00		
	Permits	Medical Marijuana	Subsequent Fire Inspections (each)	\$250.00		
	Permits	Medical Marijuana	Initial Police Inspection	\$250.00		
	Permits	Medical Marijuana	Subsequent Police Inspections (each)	\$250.00		
Recreational Marijuana						
	Permits	Recreational Marijuana	Application	\$400.00		
	Permits	Recreational Marijuana	Initial City Inspection	\$250.00		
	Permits	Recreational Marijuana	Subsequent City Inspections (each)	\$250.00		
	Permits	Recreational Marijuana	Initial Fire Inspection	\$250.00		
	Permits	Recreational Marijuana	Subsequent Fire Inspections (each)	\$250.00		
	Permits	Recreational Marijuana	Initial Police Inspection	\$250.00		
	Permits	Recreational Marijuana	Subsequent Police Inspections (each)	\$250.00		
Residents						
	Permits	Residents	Fence Permit	\$50.00	ORD 796	
	Permits	Residents	Decks under 18 inches	\$20.00	ORD 796	
	Permits	Residents	Wood Deck (per square foot)	\$20.00	ORD 786	These valuations are used to calculate the value of the residential project being permitted.
	Permits	Residents	Wood Deck w/ Roof Cover (per square foot)	\$34.00	ORD 786	These valuations are used to calculate the value of the residential project being permitted.
Valuation						
	Permits	Valuation	Single Family – New House / Duplex (per square foot)	\$123.00	ORD 786	These valuations are used to calculate the value of the residential project being permitted.
	Permits	Valuation	Triplex or Multi-family (per square foot)	\$120.00	ORD 786	These valuations are used to calculate the value of the residential project being permitted.

Permits	Valuation	Addition (per square foot)	\$100.00	ORD 786	These valuations are used to calculate the value of the residential project being permitted.
Permits	Valuation	Garage (per square foot)	\$48.00	ORD 786	These valuations are used to calculate the value of the residential project being permitted.
Permits	Valuation	Pole Building (per square foot)	\$32.00	ORD 786	These valuations are used to calculate the value of the residential project being permitted.
Permits	Valuation	Carport/Patio Cover (per square foot)	\$26.00	ORD 786	These valuations are used to calculate the value of the residential project being permitted.
Permits	Valuation	Commerical - Industrial Construction	Bid Price	ORD 786	These valuations are used to calculate the value of the residential project being permitted.
Zoning					
Permits	Zoning	Annexation	\$1,500.00	ORD 786	
Permits	Zoning	Application for Map Change	\$3,000.00	ORD 786	
Permits	Zoning	Cluster Residential Development - base fee + \$50 per lot	\$6,000.00	ORD 786	
Permits	Zoning	Comprehensive Plan Amendment	\$3,000.00	ORD 786	
Permits	Zoning	Conditional Use Permit - base fee put any additional costs	\$300.00	ORD 786	
Permits	Zoning	Variance - base fee put any additional costs	\$1,000.00	ORD 786	
Permits	Zoning	Structure Relocation Application	\$30.00	ORD 786	
Permits	Zoning	Small Single Lot Floating Zone - per lot	\$100.00	ORD 786	
Permits	Zoning	Planned Unit Development - base fee + \$25 per lot	\$5,000.00	ORD 786	
Permits	Zoning	Preliminary Review Modification to Existing Development - base fee + \$250 per additional ERU	\$600.00	ORD 786	
Permits	Zoning	Hillside Development Performance Standard - base fee + \$50.00 for each lot	\$600.00	ORD 786	

NOTES

- (1) The City reserves the right to apply the actual reimbursable costs of processing applications plus 15%, including but not limited to copies, postage, recording fees, public notice costs, planner fees, engineering or professional consultant, legal or other outside professional services and hearing examiner fees associated with the application, in addition to noted application fees. The base fee noted in the table above is to be applied as a non-refundable application deposit.
- (2) All recreational and medical marijuana operations require issuance of a Business License in addition to all applicable fees noted.
- (3) For residential building permits, the City applies the Residential Valuation per Square Foot specified above to calculate the value of the residential project being permitted.
- (4) Plan Review fees are required for any grading/excavation project over 100 cubic yards. Additionally, any grading/excavation project involving over 500 cubic yards requires SEPA review.
- (5) If an applicant submits plans for identical buildings for one or two-family dwellings under the International Residential Code all at the same time, the plan review fee shall be 50% of the plan review fee for the first one submitted. These fees are in addition to the applicable permit fees noted in the table above.

Expenditures by Fund

001	Current Expense Fund		Revenue	Expense
	General Government Expense		\$ 403,500.00	\$ 96,410.00
	Parks Department Expense		\$ 22,100.00	\$ 18,926.00
	Planning Department Expense		\$ 30,200.00	\$ 38,630.00
	Court Services Expense		\$ 1,660.00	\$ 29,000.00
001	Police Department Expense		\$ 20,000.00	\$ 275,650.00
	Current Expense Budget		\$ 477,460.00	\$ 458,616.00
	Public Works Expense Funds		Revenue	Expense
101	City Street Expense		\$ 52,830.00	\$ 52,760.00
401	Water Sewer Expense		\$ 475,970.00	\$ 475,330.00
	Public Works Budget		\$ 528,800.00	\$ 528,090.00
	Total Operating Budget		\$ 1,006,260.00	\$ 986,706.00

Schedule of Salaries, Wages, Benefits

	Current Wages	Raise	2024 Wages	2024 Longevity	CH Cost	Planning Cost	PD Cost	ST Cost	Water Cost	Sewer Cost		2024 Fully Loaded
Clerk/Treasurer	\$ 65,000.00	3%	\$ 66,950.00	\$ -	\$ 16,752.50	\$ 3,350.50	\$ 3,350.50	\$ -	\$ 21,778.25	\$ 21,778.25	100%	\$ 89,810.28
Utility Clerk	\$ 35,360.00	0.1767	\$ 41,608.11	\$ -	\$ 4,160.81	\$ 2,080.41	\$ 2,080.41	\$ -	\$ 16,643.24	\$ 16,643.24	100%	\$ 59,796.95
Police Chief	\$ 75,000.00	3%	\$ 77,250.00	\$ -	\$ -	\$ -	\$ 77,310.00	\$ -	\$ -	\$ -	100%	\$ 101,315.78
Police Officer	\$ 65,000.00	0%	\$ 65,000.00	\$ -	\$ -	\$ -	\$ 65,060.00	\$ -	\$ -	\$ -		\$ 87,429.01
Senior PW Operator	\$ 52,584.00	3%	\$ 54,161.52	\$ 1,740.00	\$ -	\$ -	\$ -	\$ 5,578.15	\$ 11,156.30	\$ 39,047.06	100%	\$ 77,933.81
Public Works OIT	\$ 44,200.00	0%	\$ 44,200.00	\$ -	\$ -	\$ -	\$ -	\$ 5,525.00	\$ 30,940.00	\$ 7,735.00	100%	\$ 64,514.25
PW (12mo@3/wk)	\$ 24,763.85	0%	\$ 21,840.00	\$ -	\$ -	\$ -	\$ -	\$ 13,140.00	\$ 6,570.00	\$ 2,190.00	60%	\$ 24,763.85
	\$ 60.00	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36.00	\$ 18.00	\$ 6.00	0%	\$ 60.00
	\$ 361,907.85		\$371,009.64	\$ 1,740.00	\$ 20,913.31	\$ 5,430.91	\$ 147,800.91	\$ 24,279.15	\$ 87,105.80	\$ 87,399.56	2.6	\$ 505,623.92
FICA/SS					\$ 1,598.72	\$ 415.23	\$ 11,297.36	\$ 1,839.45	\$ 6,634.56	\$ 6,596.91		\$ 28,382.24
Empl Sec					\$ 41.80	\$ 10.86	\$ 295.36	\$ 48.09	\$ 173.45	\$ 172.47		\$ 742.02
PFML					\$ 44.18	\$ 11.48	\$ 312.22	\$ 50.84	\$ 183.36	\$ 182.31		\$ 784.38
Retirement PERS					\$ 2,171.33	\$ 563.96	\$ -	\$ 1,136.79	\$ 8,330.11	\$ 8,732.80		\$ 20,934.99
Retirement LEOFF					\$ -	\$ -	\$ 7,826.93	\$ -	\$ -	\$ -		\$ 7,826.93
L & I					\$ 104.10	\$ 29.74	\$ 6,757.92	\$ 1,075.65	\$ 2,201.46	\$ 1,934.85		\$ 12,103.73
					\$ 3,960.14	\$ 1,031.27	\$ 26,489.78	\$ 4,150.82	\$ 17,522.94	\$ 17,619.34		\$ 70,774.29
Medical					\$ 1,944.36	\$ 388.87	\$ 21,028.87	\$ 2,046.68	\$ 10,471.24	\$ 10,865.26		\$ 46,745.28
HSA					\$ 1,667.64	\$ 643.13	\$ 643.13	\$ 275.32	\$ 6,298.76	\$ 5,646.74		\$ 15,174.72
					\$ 3,612.00	\$ 1,032.00	\$ 21,672.00	\$ 2,322.00	\$ 16,770.00	\$ 16,512.00		\$ 61,920.00

STEP

Position	Step A	Step B	Step C	Step D	FTE
Clerk/Treasurer			\$ 5,579	\$ 5,742	1
Police Chief				\$ 6,438	1
Senior PW Operator			\$ 4,517	\$ 4,645	1
Utilities Clerk	\$ 2,947	\$ 3,120	\$ 3,293	\$ 3,467	1
PW Assistant	\$ 2,947	\$ 3,120	\$ 3,293	\$ 3,467	1
Police Officer	\$ 4,167	\$ 4,583	\$ 5,000	\$ 5,417	1
Part-time PW Worker	\$ 2,822	\$ 2,947	\$ 3,120	\$ 3,293	

Longevity Year 2 -5 rate of \$5 per month, per year worked
Year6+ rate of \$10 per month per year worked

Medical \$ 865 Monthly Medical Contribution

HSA / Afflac \$ 865 Maxium unused medical contribuion toward HSA or Afflac*

*To access this benefit the employee much show proof of health insurance coverage if not through the City.

City Policy List

City of Toledo Policy List

- 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

Cost Allocation Policies 2024

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	25%	Time Sheet Average
	Planning/Permitting 001	5%	Time Sheet Average
	Police Fund 001- 001	5%	Time Sheet Average
	Water Fund 401	32.5%	Time Sheet Average
	Sewer Fund 401	32.5%	Time Sheet Average
Utility Clerk			
	General Fund 001	10%	Time Sheet Average/job duties
	Planning/Permitting 001	5%	Time Sheet Average/job duties
	Police Fund 001- 001	5%	Time Sheet Average/job duties
	Water Fund 401	40%	Time Sheet Average/job duties
	Sewer Fund 401	40%	Time Sheet Average/job duties
Police Chief			
	Police Fund 001-001	100%	
Police Officer			
	Police Fund 001-001	100%	
Public Works Water			
	City Street Fund 101	12.5%	Time Sheet Average/job duties
	Water Fund 401	70%	Time Sheet Average/job duties
	Sewer Fund 401	17.5%	Time Sheet Average/job duties
Public Works Sewer			
	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	60%	Time Sheet Average/job duties
	Water Fund 401	30%	Time Sheet Average/job duties
	Sewer Fund 401	10%	Time Sheet Average/job duties
Misc. Costs – Monthly/Bi-Monthly			
Office & Operating Supplies			
	General Fund 001	50%	Use by/for department
	Water Sewer Fund 401	50%	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 Sewer Fund 401	66.6%	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 Sewer Fund 401	64.4%	Use by/for department
PUD for City Hall		
General Fund 001	50%	Use by/for department
Police Fund 001-001	10%	Use for department
Water Sewer Fund 401	40%	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/Sewer Fund 401	64.4%	Use by/for department
Garbage Service		
General Fund 001	23.3%	Use by department
Police Fund 001-001	12.3%	Use by department
Water Sewer Fund 401	64.4%	Use by department
Copier Lease for City Hall		
General Fund 001	50%	Use for department
Water Sewer Fund 401	50%	Use for department
City Truck Expense Fuel		
City Street Fund 101	25%	Items Primary Function
Water Sewer Fund 401	75%	Items Primary Function
Tractor Expense Fuel/Backhoe		
City Street Fund 101	25%	Items Primary Function
Water Sewer Fund 401	75%	Items Primary Function
Repair & Maintenance Veh/Tractor		
City Street 101	25%	Items Primary Function
Water Sewer Fund 401	75%	Items Primary Function
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/Sewer 401	50%	Activity (may increase/decrease for audit of project)
AWC RMSA Liability Insurance		
General Fund 001	11%	Consult w/insurance company of liability areas
Police Fund 001-001	35%	Consult w/insurance Company of liability areas
City Street Fund 101	3%	Consult w/insurance company of liability areas
Water Sewer Fund 401	51%	Consult w/insurance company of liability areas
Capital Outlay in City Hall		
General Fund 001		Based on items primary function
Water Sewer Fund 401		Based on items primary function

2024 Revenue & Expenditure Line Item Budget

2024 Budget - Revenue

GENERAL FUND (incl. PLANNING, PARKS, COURTS, POLICE)						
Account Number	Description	Budget 2022	Actual 2022	Budget 2023	Actual 2023	Budget 2024
001-000-000-311-10-00-00	Property Taxes 90%CE 10%CS (2018)	\$68,000	\$74,593	\$70,000	\$67,050	\$80,000
001-000-000-313-11-00-00	Retail Sales/Use Tax 90%-1997	\$137,000	\$177,040	\$137,000	\$158,846	\$150,000
001-000-000-313-31-00-00	Hotel/Motel Lodging	\$100	\$220	\$150	\$733	\$150
001-000-000-313-31-00-01	Transient Rental	\$0	\$0	\$0	\$388	\$0
001-000-000-316-43-00-00	Puget Sound Energy - Tax	\$6,000	\$5,861	\$6,000	\$6,078	\$6,000
001-000-000-316-45-00-00	Solid Waste Utility Tax	\$5,700	\$6,470	\$6,000	\$8,037	\$6,000
001-000-000-316-47-00-00	ToledoTel Inc. - Tax	\$6,300	\$5,972	\$6,300	\$6,430	\$6,300
001-000-000-316-47-00-01	Various Communication - Tax	\$8,000	\$6,777	\$8,000	\$5,138	\$8,000
001-000-000-316-48-00-00	Lewis Co. Pud #1 - Tax	\$32,500	\$32,038	\$32,500	\$32,975	\$32,500
001-000-000-316-49-00-00	City W/S Utility - Tax	\$57,000	\$57,913	\$60,000	\$61,076	\$63,000
001-000-000-317-20-00-00	Local Leasehold	\$300	\$302	\$305	\$295	\$310
001-000-000-321-99-00-00	Fee - Business Licenses - CH	\$2,000	\$3,699	\$3,000	\$3,993	\$3,000
001-000-000-321-99-00-15	Passthru - 15% Fee - PL	\$0	\$0	\$0	\$20,814	\$2,500
001-000-000-322-10-00-01	Fee - Cond. Use/Variance - PL	\$1,000	\$1,406	\$1,000	\$0	\$1,000
001-000-000-322-10-00-02	Fee - Building Permit Pre-App - PL	\$0	\$735	\$1,000	\$1,875	\$16,760
001-000-000-322-30-00-00	Fee - Dog Licenses - CH	\$600	\$583	\$600	\$150	\$600
001-000-000-322-90-00-01	Revenue - RV Dump/Showers - PK	\$500	\$578	\$500	\$270	\$500
001-000-000-322-90-00-02	Fee - Boat Launch Passes - PK	\$400	\$241	\$400	\$155	\$400
001-000-000-335-00-91-00	Pud Excise Tax	\$4,400	\$4,393	\$4,400	\$4,035	\$4,400
001-000-000-336-06-42-00	Marijuana Excise Tax Distribution	\$946	\$1,028	\$946	\$1,096	\$950
001-000-000-336-06-94-00	Liquor Excise Tax (2% TO 621)	\$4,014	\$4,400	\$4,605	\$4,803	\$4,600
001-000-000-336-06-95-00	Liquor Board Profits (2% to 621)	\$4,848	\$3,620	\$5,135	\$5,238	\$5,130
001-000-000-337-12-00-00	Shared Court Costs	\$100	\$128	\$130	\$328	\$130
001-000-000-337-19-00-00	LC Pud Paystation Fee	\$500	\$435	\$500	\$0	\$0
001-000-000-341-32-02-00	District Court Record Services	\$50	\$3	\$50	\$0	\$50
001-000-000-341-33-00-00	Time Payment Fee	\$20	\$0	\$20	\$0	\$20
001-000-000-341-49-01-00	Court Services	\$250	\$100	\$250	\$0	\$250
001-000-000-341-81-00-00	Photocopy Services	\$50	\$32	\$50	\$0	\$50
001-000-000-341-81-00-01	Fingerprint, Report Fees, Etc	\$100	\$55	\$100	\$5	\$0
001-000-000-342-10-00-01	XX Contracted Treasury Services - Winlock	\$25,000	\$15,712	\$5,000	\$0	\$0
001-000-000-342-36-00-00	Housing & Monitoring Prisoners	\$1,000	\$1,623	\$1,000	\$1,668	\$0
001-000-000-345-23-00-00	Dog Impound Fee	\$300	\$100	\$300	\$0	\$0
001-000-000-345-83-00-01	Fee - Development Plan Check - PL	\$0	\$0	\$100	\$841	\$9,010
001-000-000-345-89-00-01	Fee - Envrmntl Reviews - PL	\$250	\$400	\$250	\$0	\$250
001-000-000-345-89-00-02	Fee - Annex/Line/ShortPlot - PL	\$600	\$14,302	\$750	\$0	\$750
001-000-000-345-89-00-03	Revenue - Land Sales (Ally, etc)	\$0	\$0	\$6,800	\$6,800	\$6,000
001-000-000-352-30-00-00	Mandatory Insurance Costs	\$100	\$0	\$100	\$13	\$0
001-000-000-353-10-00-00	Fine - Traffic Infraction - CT	\$2,000	\$1,064	\$2,000	\$985	\$0
001-000-000-354-00-00-00	Civil Parking Infraction Pen.	\$60	\$0	\$60	\$0	\$60
001-000-000-354-00-01-00	Disabled Infraction Penalty	\$250	\$0	\$250	\$0	\$0
001-000-000-355-20-00-00	Fine - D.U.I.	\$400	\$389	\$400	\$183	\$0
001-000-000-355-80-00-00	Fine - Criminal Traffic - Dist. Cr. - CT	\$2,000	\$1,132	\$2,000	\$1,498	\$0
001-000-000-356-90-00-00	Fine - Non-Traffic Misdemeanor	\$500	\$0	\$500	\$146	\$0
001-000-000-357-33-00-00	Public Defender Costs	\$2,000	\$692	\$2,000	\$1,312	\$0
001-000-000-361-40-00-00	Sales Interest	\$200	\$185	\$200	\$513	\$200
001-000-000-361-40-00-01	Time Payment Interest Income	\$600	\$140	\$100	\$483	\$100
001-000-000-361-40-00-03	Court Current Expense	\$600	\$133	\$600	\$483	\$1,200
001-000-000-362-40-00-01	Revenue - RV Site - PK	\$4,400	\$6,118	\$5,000	\$13,866	\$10,000
001-000-000-362-40-00-02	Revenue - Kitchen - PK	\$3,000	\$3,290	\$3,000	\$1,561	\$1,400
001-000-000-362-40-00-03	Revenue - Tents - PK	\$0	\$0	\$0	\$1,563	\$1,800

001-000-000-362-80-00-01	Revenue - Misc - PK (try to not use)	\$1,000	\$5,163	\$1,000	\$11	\$0
001-000-000-367-00-00-01	Grant - RMSA - Loss Prevention (- PK)	\$1,000	\$4,860	\$1,000	\$2,500	\$2,500
001-000-000-367-00-00-02	Grant - Other Grants - PK	\$0	\$0	\$0	\$0	\$2,500
001-000-000-367-11-01-01	Donation - PK	\$2,000	\$3,094	\$2,000	\$3,078	\$3,000
001-000-000-369-10-00-01	Revenue - Misc (NSF, Notary, T-shirts) - CH	\$4,000	\$138	\$2,500	\$92	\$250
001-000-000-369-30-00-00	Confiscated and Forfeited Property	\$250	\$424	\$400	\$0	\$800
001-000-000-395-20-00-00	Insurance Claim Recovery	\$50	\$0	\$50	\$660	\$0
001-000-000-397-00-00-00	Operating Transfer-IN From 105	\$20,000	\$20,000	\$20,000	\$18,333	\$20,000
001-000-000-397-49-00-00	Revenue - Misc - CH	\$40	\$0	\$40	\$0	\$40
001-000-001-367-11-01-00	Donations - PD	\$0	\$0	\$0	\$2,000	\$0
001-001-000-397-00-00-20	Transfer - ARPA - 001 use	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00
Total		\$412,278	\$467,579	\$406,341	\$448,399	\$477,460

GENERAL NON REVENUE						
Account Number	Description	Budget	Actual	Budget	Actual	Budget
		2022	2022	2023	2023	2024
001-001-000-332-92-10-01	Grant - ARPA	\$107,717	\$107,717	\$0	\$0	\$0
001-001-000-361-11-00-01	LGIP - Interest - CH	\$500	\$4,918	\$2,500	\$12,988	\$0
001-001-000-369-91-00-00	XX Misc. Refunds (food Bank)	\$3,800	\$4,096	\$750	\$0	\$0
001-001-000-385-49-00-02	Refunds - Misc (NOT passthru)	\$1,500	\$18,510	\$6,500	\$755	\$0
001-001-000-385-49-00-03	Passthru - Planning w15 - PL	\$0	\$0	\$116,000	\$118,919	\$0
001-001-000-397-00-00-20	Transfer - ARPA - 001 use	\$0	\$0	\$0	\$0	\$25,000
Total		\$113,517	\$135,242	\$125,750	\$132,661	\$25,000

CITY STREETS REVENUE						
Account Number	Description	Budget	Actual	Budget	Actual	Budget
		2022	2022	2023	2023	2024
101-000-000-308-51-00-00	City Streets Beginning Balance	\$0.00	\$113,042.07	\$0.00	\$0.00	\$5,000.00
101-000-000-311-10-00-00	Tax - Property - 10% From CE	\$7,650.00	\$9,874.55	\$7,775.00	\$7,339.70	\$8,000.00
101-000-000-313-11-00-00	Tax - Retail Sales/use 10% - 97	\$15,200.00	\$18,084.63	\$15,200.00	\$12,669.96	\$15,000.00
101-000-000-334-03-90-00	Grant - DOT - MURSA/ATV	\$0.00	\$2,159.08	\$0.00	\$0.00	\$0.00
101-000-000-336-00-71-00	Multimodal Transportation City	\$838.00	\$836.37	\$891.00	\$3,851.20	\$830.00
101-000-000-336-00-87-00	Motor Vehicle Fuel Tax	\$12,261.00	\$11,927.71	\$12,467.00	\$9,816.70	\$12,000.00
101-000-000-336-00-98-00	City Assistance	\$20,000.00	\$21,029.20	\$20,000.00	\$12,032.75	\$12,000.00
101-000-000-362-10-00-00	Transfer - PK Equip. Use - ST	\$500.00	\$500.00	\$500.00	\$458.37	\$0.00
101-000-000-367-11-00-00	Grant - AWC - Loss Control	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00
101-001-000-369-91-00-00	Refunds - Misc - ST	\$20.00	\$3.03	\$20.00	\$698.43	\$0.00
101-001-000-385-91-00-01	Grant - TIB Streets - ST	\$500.00	\$417.68	\$110,350.00	\$111,630.29	\$0.00
Total		\$57,369	\$177,874	\$167,603	\$158,497	\$52,830

CRIMINAL JUSTICE FUND						
Account Number	Description	Budget	Actual	Budget	Actual	Budget
		2022	2022	2023	2023	2024
105-000-000-313-71-00-00	Local Criminal Justice Funds	\$14,600	\$16,108	\$14,600	\$25,972	\$14,600
105-000-000-336-06-21-00	Criminal Justice - Low Population	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
105-000-000-336-06-26-00	Criminal Justice Special Programs	\$787	\$774	\$870	\$874	\$870
105-000-000-336-06-51-00	DUI/Other Crim. Justice Assist.	\$203	\$73	\$203	\$89	\$200
105-000-000-367-00-00-00	Grant - AWC - Misc	\$0	\$0	\$0	\$170	\$0
Total		\$16,590	\$17,955	\$16,673	\$28,106	\$16,670

MUNICIPAL CAPITAL IMPROVEMENT FUND

Account Number	Description	Budget	Actual	Budget	Actual	Budget
		2022	2022	2023	2023	2024
302-000-000-318-34-00-00	Real Estate Ex. Tax - REET I	\$10,000	\$13,609	\$12,000	\$5,181	\$5,000
302-000-000-318-35-00-00	Real Estate Ex. Tax - REET II	\$0	\$0	\$0	\$0	\$5,000
Total		\$10,000	\$13,609	\$12,000	\$5,181	\$10,000

POLICE CAR RESERVE FUND

Account Number	Description	Budget	Actual	Budget	Actual	Budget
		2022	2022	2023	2023	2024
304-000-000-311-10-00-00	Property Taxes	\$0	\$0	\$0	\$169	\$0
304-000-000-369-91-00-01	PD Car Sale Revenue	\$8,000	\$44,001	\$5,000	\$4,000	\$0
304-000-000-397-00-00-00	Transfer - Car Fund - PD	\$18,727	\$18,727	\$9,600	\$8,800	\$9,600
Total		\$26,727	\$62,728	\$14,600	\$12,969	\$9,600

WATER AND SEWER REVENUE

Account Number	Description	Budget	Actual	Budget	Actual	Budget
		2022	2022	2023	2023	2024
401-000-000-308-51-00-00	Water/sewer Beginning Balance	\$0	\$75,498	\$0	\$0	\$30,000
401-000-000-343-40-00-01	Fee - New Service Hookup - W 50%	\$10,000	\$10,007	\$15,000	\$4,550	\$4,000
401-000-000-343-40-00-02	Revenue - Water Service - W	\$173,000	\$180,720	\$180,000	\$192,751	\$190,000
401-000-000-343-40-00-03	Transfer - City Hall Water Use - W	\$1,653	\$1,648	\$3,110	\$2,851	\$3,110
401-000-000-343-40-00-04	Material/Labor For Water Service Conn.	\$800	\$2,388	\$800	\$362	\$1,720
401-000-000-343-40-00-05	Fee - Account/Hydrant Service - W	\$300	\$290	\$300	\$135	\$300
401-000-000-343-40-00-06	Billing - Penalty Fees - W 50%	\$2,000	\$3,027	\$2,500	\$3,100	\$2,500
401-000-000-343-50-00-01	Revenue - Sewer Service - S	\$197,000	\$205,341	\$205,000	\$224,823	\$217,000
401-000-000-343-50-00-02	Fee - New Service Hookup - S 50%	\$10,000	\$14,007	\$20,000	\$7,150	\$8,000
401-000-000-343-50-00-03	Transfer - City Hall Sewer Use - S	\$1,959	\$1,958	\$2,691	\$2,466	\$2,690
401-000-000-343-50-00-05	Customer Account Service Fee - S	\$150	\$85	\$150	\$0	\$150
401-000-000-343-50-00-06	Billing - Penalty Fees - S 50%	\$2,000	\$3,027	\$2,500	\$3,050	\$2,500
401-000-000-343-81-00-01	Fee - Door Hanger/Shutoff - WS	\$0	\$1,230	\$0	\$780	\$0
401-000-000-361-40-00-00	Interest - Hookup Loan - WS	\$300	\$117	\$0	\$0	\$0
401-000-000-362-10-00-00	Transfer - PK Equip. Use - W	\$1,500	\$688	\$750	\$688	\$1,000
401-000-000-362-10-00-01	Transfer - PK Equip. Use - S	\$0	\$813	\$750	\$688	\$1,000
401-000-000-367-00-00-02	Grant - AWC - W/S	\$500	\$0	\$500	\$0	\$0
401-000-000-369-91-00-00	Misc Reversals/NSF Fees	\$200	\$120	\$200	\$60	\$0
401-000-000-369-91-00-01	Refunds - Misc - WS	\$100	\$272	\$100	\$3,832	\$0
401-000-000-395-20-00-00	Insurance Claim Recovery	\$0	\$0	\$0	\$3,211	\$0
401-000-000-397-00-00-01	Transfer - ARPA - in	\$0	\$15,771	\$1,000	\$12,478	\$12,000
Total		\$401,462	\$517,006	\$435,351	\$462,973	\$475,970

WATER AND SEWER CAPITAL IMPROVEMENT FUND						
Account Number	Description	Budget 2022	Actual 2022	Budget 2023	Actual 2023	Budget 2024
410-000-000-308-51-00-00	W/S Cap Imp. Beginning Balance	\$0	\$595,932	\$0	\$0	\$0
410-000-000-308-51-00-01	Beginning Fund Balance	\$0	\$595,932	\$0	\$646,769	\$0
410-000-000-334-04-20-00	2019 Commerce - Community Capital Projects	\$400,000	\$207,641	\$133,187	\$89,938	\$0
410-000-000-343-40-00-01	Revenue - New Service - W	\$10,000	\$10,007	\$15,000	\$0	\$4,000
410-000-000-343-50-00-02	Revenue - New Service - S	\$10,000	\$14,007	\$20,000	\$0	\$8,000
410-000-000-368-10-00-00	Revenue - Capital Imp. - W	\$175,000	\$69,426	\$22,000	\$20,341	\$22,000
410-000-000-368-10-00-01	Cap Improv Assess W/S Hookup	\$4,000	\$5,500	\$11,500	\$0	\$3,000
410-000-000-368-10-00-02	Revenue - Capital Imp. - S	\$0	\$98,454	\$144,000	\$130,374	\$144,000
410-000-000-369-91-00-01	Refunds - Misc - WS CI	\$0	\$308	\$0	\$0	\$0
410-000-000-385-00-00-03	Transfer - ARPA - in	\$0	\$77,703	\$1,000	\$0	\$0
410-000-000-397-00-00-00	Loan Payment for 2021/2022 Police Car Loans	\$0	\$39,372	\$9,354	\$9,354	\$0
	Total	\$599,000	\$1,714,281	\$356,041	\$896,775	\$181,000

WATER AND SEWER TRUCK/EQUIPMENT FUND						
Account Number	Description	Budget 2022	Actual 2022	Budget 2023	Actual 2023	Budget 2024
408-000-000-397-00-00-00	Oper Trans IN FM Fund 401	\$10,000	\$10,000	\$20,000	\$0	\$10,000
	Total	\$10,000	\$10,000	\$20,000	\$0	\$0

GRAND TOTALS						
Fund		Budget 2022	Actual 2022	Budget 2023	Actual 2023	Budget 2024
001-000-000-000-00-00-00	General Revenue	\$412,278	\$467,579	\$406,341	\$448,399	\$477,460
101-000-000-000-00-00-00	City Streets	\$57,369	\$177,874	\$167,603	\$158,497	\$52,830
401-000-000-000-00-00-00	Water Sewer Fund	\$401,462	\$517,006	\$435,351	\$462,973	\$475,970
	Total Revenue	\$871,109	\$1,162,459	\$1,009,295	\$1,069,869	\$1,006,260
001-000-000-000-00-00-00	General Non Revenue	\$113,517	\$135,242	\$125,750	\$132,661	\$25,000
105-000-000-000-00-00-00	Criminal Justice	\$16,590	\$17,955	\$16,673	\$28,106	\$16,670
302-000-000-000-00-00-00	Municipal Capital Improvement	\$10,000	\$13,609	\$12,000	\$5,181	\$10,000
304-000-000-000-00-00-00	Police Car Reserves	\$26,727	\$62,728	\$14,600	\$12,969	\$9,600
408-000-000-000-00-00-00	Water Sewer Truck/Equipment Fund	\$10,000	\$10,000	\$20,000	\$0	\$10,000
410-000-000-000-00-00-00	Water Sewer Capital Improvement	\$599,000	\$1,714,281	\$356,041	\$896,775	\$181,000
	Total Grants/Passthru/Reserves	\$775,834	\$1,953,814	\$545,064	\$1,075,692	\$252,270

2024 Budget - Expenses

GENERAL EXPENSE (incl. PLANNING, PARKS, COURTS)						
Account Number	Description	Budget 2022	Actual 2022	Budget 2023	Actual 2023	Budget 2024
001-000-000-511-30-49-01	Codification - CH	\$4,000	\$0	\$5,000	\$0	\$10,000
001-000-000-511-30-49-02	Advertising - CH	\$600	\$1,960	\$1,400	\$1,166	\$1,400
001-000-000-511-60-10-00	Wages - Council	\$3,000	\$907	\$3,000	\$840	\$1,200
001-000-000-511-60-20-01	Social Security - Council	\$230	\$77	\$230	\$57	\$70
001-000-000-511-60-20-02	Labor & Industries - Council	\$30	\$16	\$30	\$6	\$20
001-000-000-511-60-20-03	Family & Medical Leave - Council	\$10	\$4	\$13	\$4	\$10
001-000-000-511-60-48-00	Travel, Meals, Lodging - Council	\$200	\$20	\$200	\$0	\$200
001-000-000-511-60-49-00	Training, Tuition, Etc - Council	\$200	\$0	\$200	\$81	\$500
001-000-000-512-51-40-02	Court - Prosecutor - CT	\$6,000	\$6,189	\$6,000	\$8,268	\$6,000
001-000-000-512-51-41-02	Court - Pub Defender - CT	\$3,000	\$1,632	\$3,000	\$2,715	\$3,000
001-000-000-512-51-41-03	Court - Judge - CT	\$0	\$0	\$3,300	\$3,300	\$13,200
001-000-000-513-10-10-00	Wages - Mayor	\$1,200	\$1,099	\$1,200	\$800	\$1,200
001-000-000-513-10-20-01	Social Security - Mayor	\$92	\$0	\$92	\$0	\$90
001-000-000-513-10-20-02	Labor & Industries - Mayor	\$75	\$94	\$75	\$72	\$70
001-000-000-513-10-48-00	Travel, Meals, Lodging - Mayor	\$100	\$0	\$100	\$0	\$250
001-000-000-513-10-49-01	Training, Tuition, Etc - Mayor	\$50	\$0	\$50	\$40	\$250
001-000-000-513-10-49-02	Expenses - Misc - Mayor	\$200	\$0	\$200	\$322	\$200
001-000-000-513-10-49-03	Organization Dues - AWC	\$431	\$419	\$450	\$419	\$450
001-000-000-514-10-49-01	Social Security Prorated Admin	\$0	\$0	\$0	\$560	\$0
001-000-000-514-20-10-01	Wages - Clerk/Treas - CH 25%	\$30,470	\$16,829	\$16,712	\$1,400	\$17,230
001-000-000-514-20-10-02	Wages - Clerk's Assist - CH 10%	\$4,059	\$9,584	\$3,952	\$0	\$4,160
001-000-000-514-20-10-03	XX Wages - City Clerk - CH 30%	\$9,351	\$9,246	\$16,677	\$19,119	\$0
001-000-000-514-20-31-00	Office Supplies - Shared - CH 50%	\$1,800	\$2,577	\$2,000	\$3,029	\$2,000
001-000-000-514-20-31-01	XX Misc Expenses	\$500	\$45	\$0	\$0	\$0
001-000-000-514-20-40-00	Bank Charges - CH	\$0	\$0	\$100	\$555	\$100
001-000-000-514-20-42-00	Fee - Phone/Net - CH 23.3%	\$500	\$485	\$500	\$1,343	\$500
001-000-000-514-20-43-00	Travel, Meals, Lodging - CH	\$640	\$960	\$640	\$739	\$1,000
001-000-000-514-20-49-01	Dues TO Pro Org - WFOA	\$50	\$75	\$75	\$75	\$80
001-000-000-514-20-49-02	Dues TO Pro Org - WMCA	\$225	\$225	\$225	\$100	\$100
001-000-000-514-20-49-03	Dues TO Pro Org - IIMC	\$405	\$230	\$230	\$185	\$180
001-000-000-514-20-49-04	Training, Tuition, Etc - CH	\$400	\$342	\$1,000	\$745	\$2,800
001-000-000-514-23-41-00	State Audit - CH 50%	\$10,000	\$7,939	\$11,500	\$11,248	\$8,000
001-000-000-514-40-40-00	Election Expenses	\$1,500	\$520	\$1,000	\$963	\$0
001-000-000-515-31-40-00	Attorney - City - CH	\$350	\$1,524	\$1,000	\$6,209	\$4,000
001-000-000-515-31-40-01	Attorney - City - PL	\$0	\$0	\$0	\$60	\$1,000
001-000-000-517-30-20-03	Medical Insurance - CH	\$7,470	\$3,868	\$7,530	\$5,760	\$3,640
001-000-000-517-60-20-04	Labor & Industries - CH	\$300	\$112	\$352	\$935	\$110
001-000-000-517-70-20-05	Unemployment Ins. - CH	\$200	\$64	\$75	\$191	\$50
001-000-000-517-70-20-06	Family & Medical Leave - CH	\$167	\$130	\$190	\$614	\$50
001-000-000-517-90-20-01	Social Security - CH	\$3,357	\$2,328	\$2,857	\$1,579	\$1,640
001-000-000-517-90-20-02	Retirement - CH	\$4,800	\$3,116	\$3,880	\$9,152	\$2,220
001-000-000-517-90-31-00	Wellness Programs & Incentives	\$1,000	\$58	\$2,500	\$0	\$500
001-000-000-518-20-41-00	Consulting/grant Writing Serv.	\$350	-\$414	\$1,000	\$2,410	\$350
001-000-000-518-20-41-01	Consulting & Eng. - City - CH	\$0	\$0	\$6,000	\$5,577	\$5,000
001-000-000-518-20-47-01	PUD - City Hall - CH 50%	\$1,400	\$1,120	\$1,500	\$1,177	\$1,500
001-000-000-518-20-47-02	Natural Gas - CH 23.3%	\$900	\$1,116	\$900	\$483	\$750
001-000-000-518-20-47-03	Transfer - Water Use - CH	\$4,148	\$5,526	\$8,261	\$7,572	\$3,200
001-000-000-518-20-47-05	Garbage Service - CH 0%	\$50	\$0	\$50	\$0	\$50
001-000-000-518-61-46-00	AWC RMSA- Liability Ins. - CH	\$6,600	\$6,595	\$7,346	\$7,386	\$7,010
001-000-000-518-70-48-00	Copier - Repairs/Maint - CH 50%	\$250	\$308	\$250	\$392	\$350
001-000-000-518-85-41-01	Billing - Vision Software - CH 38%	\$2,600	\$2,603	\$3,188	\$4,162	\$5,000
001-000-000-518-85-41-03	Billing - Vision Support - CH 1/3	\$0	\$0	\$0	\$2,134	\$0
001-000-000-518-90-43-01	Tax - Notary/Misc Fees - CH	\$0	\$0	\$10	\$0	\$10
001-000-000-518-90-49-03	Fee - Misc ACH/Excise - CH	\$250	\$718	\$100	\$1,091	\$100
001-000-000-519-90-49-03	Misc Dues	\$100	\$0	\$100	\$0	\$100
001-000-000-523-60-40-00	Lewis Co. Sheriff - Jail Costs	\$6,000	\$5,099	\$6,300	\$3,424	\$6,300

001-000-000-523-60-41-00	Med Services For Prisoners - CT	\$500	\$6	\$500	\$0	\$500
001-000-000-525-10-40-00	Lewis Co. Emergency Svc- Qtrly	\$2,920	\$2,940	\$2,920	\$2,603	\$2,920
001-000-000-539-30-41-00	Animal Control	\$150	\$0	\$150	\$0	\$150
001-000-000-553-70-40-00	Fee - SW Clean Air Agency - Aug	\$394	\$394	\$350	\$394	\$350
001-000-000-558-60-41-04	Building Inspection Contractor - PL	\$0	\$0	\$0	\$0	\$6,000
001-000-000-558-60-10-01	Wages - Clerk/Treasurer - PL 5%	\$0	\$0	\$0	\$0	\$3,450
001-000-000-558-60-10-02	Wages - Clerk's Assistant - PL 5%	\$0	\$0	\$0	\$0	\$2,080
001-000-000-558-60-20-02	Retirement - PL	\$0	\$0	\$0	\$0	\$580
001-000-000-558-60-20-03	Social Security - PL	\$0	\$0	\$0	\$0	\$420
001-000-000-558-60-20-04	Medical Insurance - PL	\$0	\$0	\$0	\$0	\$1,040
001-000-000-558-60-20-05	Labor & Industries - PL	\$0	\$0	\$0	\$0	\$30
001-000-000-558-60-20-07	Unemployment Ins. - PL	\$0	\$0	\$0	\$0	\$10
001-000-000-558-60-20-08	Family & Medical Leave Tax - PL	\$0	\$0	\$0	\$0	\$20
001-000-000-558-60-41-02	Planning Consultant TRJ2k - PL	\$0	\$44,899	\$24,000	\$20,000	\$24,000
001-000-000-569-40-40-00	LC Seniors Contribution	\$1,000	\$500	\$500	\$0	\$0
001-000-000-573-90-40-00	Celebrations, Decorations Etc	\$100	\$997	\$200	\$246	\$200
001-000-000-576-30-31-01	PUD - City Park 5001 - PK	\$0	\$0	\$0	\$1,717	\$2,000
001-000-000-576-30-48-01	Repairs/Maint - Parks - PK	\$500	\$28	\$500	\$2,131	\$2,400
001-000-000-576-80-31-02	PUD - Boat Launch 1001 - PK	\$0	\$0	\$0	\$506	\$450
001-000-000-576-80-31-03	Garbage - Park 100% - WWTP 10% - PK	\$4,600	\$6,823	\$5,000	\$1,652	\$275
001-000-000-576-80-31-04	Expense - Safety - PK	\$0	\$0	\$0	\$0	\$5,000
001-000-000-576-80-40-01	Transfer - W/S Equip. Use - PK	\$1,500	\$2,000	\$2,000	\$1,833	\$2,000
001-000-000-576-80-41-11	Fee - Phone/Net - PK	\$0	\$0	\$0	\$299	\$1,700
001-000-000-576-80-41-12	Fee - Firefly - PK	\$0	\$0	\$0	\$334	\$400
001-000-000-576-80-43-01	Tax - Park Facility Fees - PK	\$0	\$0	\$350	\$1,024	\$1,300
001-000-000-576-80-45-01	Lease - DOT - Boat Launch - PK	\$175	\$173	\$201	\$401	\$201
001-000-000-576-80-47-11	Transfer - W/S Use - PK	\$0	\$0	\$0	\$0	\$3,200
001-000-000-585-00-00-00	Refunds - Misc - CH	\$100	\$4,645	\$100	-\$95	\$0
001-000-000-585-91-00-01	Refunds - Camp Site - PK	\$0	\$0	\$0	\$976	\$0
001-000-000-592-14-83-00	Copier - Int/Tax/Fees - CH 50%	\$43	\$63	\$60	\$71	\$60
001-000-000-594-14-60-00	Capital Outlay	\$2,000	\$0	\$0	\$1,617	\$2,000
001-000-000-594-14-60-01	Capital Outlay - Tech - CH	\$0	\$2,618	\$4,500	\$1,228	\$2,500
001-000-000-594-70-75-00	Copier - Lease Principal - CH 50%	\$540	\$540	\$540	\$835	\$540
001-000-000-594-76-60-01	Capital Outlay - PK	\$5,500	\$18,703	\$2,000	\$1,790	\$0
Total		\$139,632	\$180,675	\$176,411	\$158,021	\$182,966

GENERAL NON EXPENSE						
Account Number	Description	Budget 2022	Actual 2022	Budget 2023	Actual 2023	Budget 2024
001-001-000-514-60-41-00	Grant - GMA Update - Commerce	\$0	\$0	\$0	\$3,029	\$0
001-001-000-589-90-00-00	Refunds - Employee Benefits (rare)	\$0	\$85	\$100	-\$19,881	\$0
001-001-000-589-90-00-03	Passthru - Planning w15 - PL	\$0	\$0	\$116,000	\$103,782	\$0
001-001-000-597-00-00-20	Transfer - ARPA - out	\$0	\$95,124	\$7,000	\$1,051	\$20,000
Total		\$0	\$95,209	\$123,100	\$87,982	\$20,000

POLICE EXPENSE						
Account Number	Description	Budget 2022	Actual 2022	Budget 2023	Actual 2023	Budget 2024
001-000-001-512-60-49-00	Filing Fees	\$1,500	\$400	\$1,500	\$130	\$500
001-000-001-521-10-10-01	Wages - Police Chief	\$65,810	\$65,110	\$75,000	\$69,189	\$77,310
001-000-001-521-10-10-03	Wages - Police Officer 1	\$52,200	\$22,447	\$26,000	\$4,247	\$65,000
001-000-001-521-10-10-05	XX Wages - Clerk's Assistant - PD	\$12,176	\$8,800	\$0	\$0	\$0
001-000-001-521-10-10-06	Wages - Clerk/Treas/TAC - PD 5%	\$3,386	\$2,509	\$2,645	\$760	\$3,450
001-000-001-521-10-10-07	Wages - TAC Assistant- PD 5%	\$2,738	\$8,257	\$4,905	\$6,704	\$2,080
001-000-001-521-10-20-01	Social Security - PD	\$10,428	\$8,421	\$8,304	\$6,155	\$11,300
001-000-001-521-10-20-02	Retirement - PD	\$8,130	\$6,433	\$11,279	\$6,802	\$7,830
001-000-001-521-10-20-03	Medical Insurance - PD	\$21,912	\$16,911	\$16,434	\$11,117	\$21,800
001-000-001-521-10-20-04	Labor & Indust. P.D - Inc. Res	\$5,000	\$3,348	\$5,200	\$2,571	\$6,760
001-000-001-521-10-20-05	Unemployment Ins. - PD	\$600	\$222	\$217	\$148	\$300
001-000-001-521-10-20-07	Family & Medical Leave Tax PD	\$515	\$448	\$550	\$537	\$320
001-000-001-521-10-41-00	Hiring Costs - PD	\$1,000	\$2,768	\$1,500	\$3,293	\$1,500
001-000-001-521-10-46-00	AWC RMSA - Liability Ins. - PD	\$20,000	\$14,908	\$22,106	\$22,227	\$14,200
001-000-001-521-20-20-10	Uniforms - PD	\$2,000	\$6,345	\$2,000	\$5,633	\$2,000
001-000-001-521-20-31-01	Office Supplies - PD	\$600	\$218	\$600	\$1,493	\$600
001-000-001-521-20-31-02	Operating Supplies - PD	\$2,000	\$1,784	\$2,500	\$1,129	\$2,500
001-000-001-521-20-32-00	Fuel - Police Cars - PD	\$8,500	\$6,784	\$5,000	\$4,127	\$5,000
001-000-001-521-20-40-00	City of Winlock - Contracted Police	\$0	\$32,387	\$8,500	\$8,364	\$0
001-000-001-521-20-40-01	Lawrence, Sheriff - Deputy Coverage	\$0	\$0	\$4,000	\$3,840	\$3,000
001-000-001-521-20-42-00	Fee - Phone/Net - PD 12.3%	\$1,500	\$1,720	\$1,300	\$1,959	\$1,300
001-000-001-521-20-48-01	Repairs/Maint - Vehicle - PD	\$0	\$0	\$2,000	\$2,696	\$3,000
001-000-001-521-30-49-01	Community Engagement - PD	\$300	\$547	\$300	\$85	\$300
001-000-001-521-40-43-00	Travel, Meals, Lodging - PD	\$500	\$1,291	\$750	\$1,097	\$750
001-000-001-521-40-49-00	Training, Tuition, Etc - PD	\$1,000	\$1,192	\$1,200	\$691	\$1,500
001-000-001-521-40-49-01	Professional Dues - PD	\$200	\$60	\$200	\$0	\$200
001-000-001-521-50-47-01	Natural Gas - PD 12.3%	\$125	\$111	\$125	\$243	\$130
001-000-001-521-50-47-02	PUD - City Hall - PD 10%	\$260	\$228	\$260	\$160	\$260
001-000-001-521-50-47-03	Garbage Service - PD 0%	\$10	\$0	\$10	\$0	\$10
001-000-001-521-80-40-01	Evidence Maintenance - PD	\$3,200	\$3,093	\$3,200	\$3,981	\$1,000
001-000-001-521-80-48-00	Repairs/Maint - Contracted	\$4,000	\$1,380	\$2,000	\$34	\$1,000
001-000-001-528-00-41-00	Contract Svc - Lewis Co. Com	\$19,229	\$18,757	\$19,643	\$14,732	\$19,640
001-000-001-528-00-42-00	Contract Svc - Spillman/mdt	\$2,000	\$2,021	\$1,510	\$1,505	\$1,510
001-000-001-594-21-60-01	Capital Outlay - Tech - PD	\$3,000	\$4,598	\$11,000	\$4,251	\$10,000
001-000-001-594-21-60-02	Capital Outlay - Weapons - PD	\$0	\$0	\$600	\$559	\$0
001-000-001-594-21-64-01	Grant - Capital Outlay - PD	\$0	\$0	\$0	\$6,412	\$0
001-000-001-597-00-00-02	Transfer - Car Fund - PD	\$18,737	\$18,727	\$9,600	\$8,800	\$9,600
Total		\$272,556	\$262,224	\$251,938	\$205,667	\$275,650

CRIMINAL JUSTICE FUND						
Account Number	Description	Budget 2022	Actual 2022	Budget 2023	Actual 2023	Budget 2024
105-000-000-597-00-00-00	Transfer - TO 001 - PD	\$ 20,000	\$ 20,000	\$ 20,000	\$ 16,667	\$ 20,000
Total		\$ 20,000	\$ 20,000	\$ 20,000	\$ 16,667	\$ 20,000

POLICE CAR RESERVE FUND						
Account Number	Description	Budget 2022	Actual 2022	Budget 2023	Actual 2023	Budget 2024
304-000-000-591-21-70-00	2021 Patrol Car Loan	\$9,323	\$17,057	\$9,333	\$9,333	\$0
304-000-000-591-21-70-01	2022 Patrol Car Loan - Payment - SUV	\$8,504	\$38,504	\$0	\$0	\$0
304-000-000-592-21-83-00	2021 Patrol Car Interest	\$31	\$31	\$21	\$21	\$0
304-000-000-592-21-83-02	2022 Patrol Car Loan - Interest - SUV	\$213	\$231	\$0	\$0	\$0
304-000-000-594-21-60-00	Capital Outlay - PD Car & outfitting	\$43,000	\$36,820	\$0	\$0	\$0
Total		\$ 61,071	\$ 92,643	\$ 9,354	\$ 9,354	\$ -

CITY STREETS EXPENSE						
Account Number	Description	Budget 2022	Actual 2022	Budget 2023	Actual 2023	Budget 2024
101-000-000-542-30-20-06	PPE - ST 10%	\$0.00	\$0.00	\$0.00	\$31.96	\$100.00
101-000-000-542-30-31-00	Operating Supplies - ST	\$2,000.00	\$825.70	\$2,000.00	\$704.65	\$800.00
101-000-000-542-30-32-01	Fuel - PW Truck - ST	\$700.00	\$1,357.78	\$2,000.00	\$1,012.30	\$1,500.00
101-000-000-542-30-32-02	Fuel - Trac/Backhoe - ST 25%	\$350.00	\$393.65	\$625.00	\$171.27	\$400.00
101-000-000-542-30-47-01	Garbage Services - ST 13.3%	\$125.00	\$153.36	\$150.00	\$208.40	\$150.00
101-000-000-542-30-48-00	Repairs/Maint - Roads/Trees - ST	\$2,000.00	\$721.65	\$2,000.00	\$0.00	\$3,000.00
101-000-000-542-30-48-01	Roadway Maint. / Stp Funds	\$0.00	\$351.71	\$0.00	\$0.00	\$0.00
101-000-000-542-30-48-02	Repairs/Maint - Big Equip - ST 25%	\$250.00	\$879.61	\$1,000.00	\$349.44	\$2,000.00
101-000-000-542-30-48-03	XX Capital Outlay (Use Repair/Maint)	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00
101-000-000-542-30-49-01	Equipment Rental	\$700.00	\$1,351.64	\$700.00	\$0.00	\$1,000.00
101-000-000-542-40-48-01	Repairs/Maint - Storm Drain - ST	\$600.00	\$698.43	\$600.00	\$0.00	\$800.00
101-000-000-542-40-48-02	Repairs/Maint - Hydr/ManHole - ST	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$5,000.00
101-000-000-542-63-47-01	PUD - Street Lights 4010 - ST	\$9,500.00	\$8,964.16	\$10,000.00	\$9,010.21	\$10,000.00
101-000-000-542-64-31-00	Repairs/Maint - Traffic Contro - ST	\$700.00	\$2,485.20	\$1,000.00	\$386.09	\$1,000.00
101-000-000-543-10-10-01	Wages - PW Super - ST 10%	\$6,450.00	\$6,268.09	\$7,850.00	\$5,177.78	\$7,900.00
101-000-000-543-10-10-02	Wages - PW Assistant - ST 10%	\$4,638.00	\$5,101.99	\$6,562.00	\$6,976.37	\$5,580.00
101-000-000-543-10-10-03	Wages - Summer Hire - ST 60%	\$1,500.00	\$1,458.82	\$0.00	\$0.00	\$5,360.00
101-000-000-543-10-20-01	Social Security - ST	\$963.00	\$958.18	\$1,103.00	\$883.80	\$1,430.00
101-000-000-543-10-20-02	Retirement - ST	\$1,137.00	\$1,177.99	\$1,498.00	\$1,118.24	\$1,380.00
101-000-000-543-10-20-03	Labor & Industries - ST	\$800.00	\$269.98	\$534.00	\$153.20	\$690.00
101-000-000-543-10-20-04	Unemployment Ins - ST	\$100.00	\$22.08	\$29.00	\$9.82	\$40.00
101-000-000-543-10-20-05	Medical Insurance - ST	\$1,992.00	\$2,067.60	\$2,490.00	\$2,036.46	\$2,340.00
101-000-000-543-10-20-06	Family & Medical Leave Tax - ST	\$48.00	\$50.56	\$73.00	\$39.15	\$40.00
101-000-000-543-10-41-00	Attorney - City - ST	\$100.00	\$140.00	\$100.00	\$5,238.00	\$100.00
101-000-000-543-10-43-00	Travel, Meals, Lodging - ST	\$200.00	\$60.01	\$200.00	\$0.00	\$200.00
101-000-000-543-10-49-00	Training, Tuition, Etc - ST	\$200.00	\$13.00	\$200.00	\$0.00	\$200.00
101-000-000-543-30-44-00	Advertising - ST	\$300.00	\$292.12	\$300.00	\$0.00	\$300.00
101-000-000-543-30-46-00	AWC RMSA - Liability Ins. - ST	\$3,500.00	\$995.75	\$625.00	\$627.48	\$1,450.00
101-001-000-589-30-42-00	Grant - TIB Streets - ST	\$0.00	\$0.00	\$109,850.00	\$119,263.02	\$0.00
	Total	\$44,353	\$37,059	\$156,989	\$153,398	\$52,760

WATER SEWER EXPENSE						
Account Number	Description	Budget 2022	Actual 2022	Budget 2023	Actual 2023	Budget 2024
401-000-000-534-00-40-01	Codification - W	\$2,500	\$0	\$2,500	\$0	\$5,000
401-000-000-534-00-40-02	Advertising - W	\$150	\$145	\$150	\$124	\$200
401-000-000-534-00-40-03	Audit - W 25%	\$4,000	\$3,969	\$5,750	\$5,624	\$4,000
401-000-000-534-10-43-00	Excise Tax - Water, Forest Tax	\$8,500	\$10,938	\$10,000	\$8,768	\$10,000
401-000-000-534-10-49-00	Document Recording	\$0	\$0	\$100	\$0	\$100
401-000-000-534-18-10-01	Wages - PW Super - W 70%	\$45,150	\$43,877	\$43,958	\$43,188	\$44,250
401-000-000-534-18-10-02	Wages - PW Assist - W 20%	\$9,275	\$10,204	\$9,187	\$9,524	\$11,160
401-000-000-534-18-10-03	Wages - Clerk/Treasurer - W 32.5%	\$16,928	\$15,424	\$16,765	\$7,174	\$22,400
401-000-000-534-18-10-04	Wages - City Clerk - W 30%	\$17,533	\$19,769	\$13,734	\$20,747	\$0
401-000-000-534-18-10-05	Wages - Utility Clerk - W 40%	\$12,176	\$20,768	\$7,904	\$3,340	\$16,640
401-000-000-534-18-10-06	Wages - Summer Hire - W 30%	\$3,000	\$2,918	\$0	\$0	\$3,600
401-000-000-534-18-10-07	Part-Time Water Meter Project	\$0	\$5,808	\$0	\$0	\$0
401-000-000-534-18-20-01	Social Security - W	\$8,571	\$8,948	\$7,004	\$6,342	\$7,400
401-000-000-534-18-20-02	Retirement - W	\$11,177	\$10,943	\$9,512	\$10,112	\$9,760
401-000-000-534-18-20-03	Medical Insurance - W	\$18,127	\$19,019	\$16,653	\$11,758	\$16,870
401-000-000-534-18-20-04	Labor & Industries - W	\$1,900	\$1,946	\$2,237	\$1,379	\$2,000
401-000-000-534-18-20-05	Unemployment Ins. - W	\$417	\$218	\$183	\$143	\$200
401-000-000-534-18-20-07	Family & Medical Leave Tax - W	\$424	\$481	\$464	\$510	\$200
401-000-000-534-18-35-00	Small Tools/Equipment - W 50%	\$1,250	\$990	\$1,750	\$1,037	\$1,750
401-000-000-534-18-41-00	Billing - Vision Software - W 31%	\$2,200	\$2,169	\$2,656	\$3,414	\$3,500
401-000-000-534-18-41-01	Billing - Vision Support - W 1/3	\$0	\$0	\$0	\$2,079	\$1,500
401-000-000-534-18-41-02	Underground Locates - W 50%	\$50	\$34	\$50	\$20	\$30

401-000-000-534-18-42-02	Fee - Phone/Net - W 32.2%	\$1,900	\$2,182	\$2,000	\$2,640	\$2,000
401-000-000-534-18-43-00	Travel, Meals, Lodging - W 50%	\$500	\$1,063	\$500	\$0	\$650
401-000-000-534-18-46-00	AWC RMSA - Liability Ins - W	\$13,500	\$11,516	\$13,133	\$13,204	\$12,180
401-000-000-534-18-49-01	Dues/Reg/Tuition/Cert - W	\$1,250	\$1,219	\$1,300	\$144	\$1,300
401-000-000-534-18-49-02	Billing - Bank Fees - W 50%	\$250	\$236	\$250	\$167	\$500
401-000-000-534-18-49-04	Attorney - City - W	\$200	\$2,695	\$2,000	\$6,452	\$2,000
401-000-000-534-20-41-00	Consulting & Engineering - W	\$500	\$123	\$500	\$2,194	\$500
401-000-000-534-20-42-21	Fuel - Generator - W 25%	\$350	\$0	\$800	\$425	\$500
401-000-000-534-30-49-01	Equipment Rental - W (check bars)	\$0	\$0	\$500	\$314	\$500
401-000-000-534-50-31-00	Chlorine For Water System	\$700	\$772	\$1,000	\$1,109	\$1,200
401-000-000-534-50-48-01	Repairs/Maint - Contracted - W	\$2,000	\$179	\$2,000	\$56	\$2,500
401-000-000-534-50-48-11	Copier - Repairs/Maint - W 25%	\$135	\$154	\$125	\$196	\$200
401-000-000-534-50-48-12	Repairs/Maint - Equip - W 37.5%	\$1,000	\$228	\$1,500	\$2,132	\$4,000
401-000-000-534-80-20-06	PPE - W 45%	\$350	\$10	\$350	\$144	\$500
401-000-000-534-80-31-10	Operating Supplies - W 50%	\$4,500	\$3,738	\$2,000	\$777	\$1,500
401-000-000-534-80-31-11	Office Supplies - Shared - W 25%	\$375	\$603	\$500	\$1,059	\$1,000
401-000-000-534-80-31-12	Cap - Non Water Tech - W 25%	\$0	\$0	\$1,500	\$1,333	\$1,000
401-000-000-534-80-31-13	Billing - Svcs/Supplies - W 50%	\$0	\$0	\$2,500	\$3,463	\$3,500
401-000-000-534-80-32-22	Fuel - PW Truck - W 37.5%	\$1,000	\$2,037	\$3,000	\$1,241	\$3,000
401-000-000-534-80-32-23	Fuel - Trac/Backhoe - W 37.5%	\$700	\$590	\$938	\$1,383	\$1,000
401-000-000-534-80-41-01	Water Testing	\$1,500	\$1,900	\$2,000	\$2,001	\$3,000
401-000-000-534-80-47-11	Drinking Water Operating Permit	\$1,000	\$671	\$1,000	\$1,900	\$700
401-000-000-534-80-47-21	Garbage Service - W 38.35%	\$500	\$442	\$500	\$601	\$500
401-000-000-534-80-47-22	Natural Gas - W 32.2%	\$275	\$289	\$300	\$502	\$500
401-000-000-534-80-47-23	PUD - City Hall - W 20%	\$500	\$456	\$650	\$509	\$650
401-000-000-534-80-47-24	PUD - Pump 4007 - W	\$0	\$0	\$1,000	\$871	\$1,900
401-000-000-534-80-47-25	PUD - Pump 4009 - W	\$3,000	\$2,720	\$2,600	\$2,188	\$1,900
401-000-000-534-80-47-31	Fee - SW Clean Air Agency - W 25%	\$0	\$0	\$0	\$138	\$0
401-000-000-535-00-40-01	Codification - S	\$2,500	\$0	\$2,500	\$0	\$5,000
401-000-000-535-00-40-02	Advertising - S	\$150	\$145	\$150	\$124	\$200
401-000-000-535-00-43-03	Audit - S 25%	\$4,000	\$3,969	\$5,750	\$5,624	\$4,000
401-000-000-535-10-43-00	Excise Tax - S	\$6,500	\$7,692	\$7,000	\$4,906	\$7,000
401-000-000-535-10-49-00	Document Recording	\$0	\$276	\$100	\$0	\$0
401-000-000-535-18-10-01	Wages - PW Super - S 20%	\$12,900	\$12,536	\$10,990	\$9,258	\$11,060
401-000-000-535-18-10-02	Wages - PW Assistant - S 70%	\$32,463	\$35,714	\$36,746	\$36,275	\$39,050
401-000-000-535-18-10-03	Wages - Clerk/Treasurer - S 32.5%	\$16,928	\$15,424	\$16,765	\$7,119	\$25,100
401-000-000-535-18-10-04	XX Wages - City Clerk - S 30%	\$17,533	\$19,769	\$13,734	\$15,745	\$0
401-000-000-535-18-10-05	Wages - Utility Clerk - S 40%	\$12,176	\$20,768	\$7,904	\$3,361	\$15,800
401-000-000-535-18-10-06	Wages - Summer Hire - S 10%	\$3,000	\$2,918	\$0	\$0	\$1,200
401-000-000-535-18-20-01	Social Security - S	\$7,268	\$8,030	\$6,590	\$5,278	\$7,140
401-000-000-535-18-20-02	Retirement - S	\$9,430	\$10,341	\$8,950	\$8,662	\$9,340
401-000-000-535-18-20-03	Medical Insurance - S	\$18,127	\$19,299	\$16,653	\$10,530	\$13,030
401-000-000-535-18-20-04	Labor & Industries - S	\$1,900	\$1,360	\$2,237	\$1,188	\$1,880
401-000-000-535-18-20-05	Unemployment Ins. - S	\$417	\$178	\$173	\$119	\$180
401-000-000-535-18-20-07	Family & Medical Leave Tax - S	\$424	\$427	\$437	\$411	\$360
401-000-000-535-18-35-00	Small Tools/Equipment - S 50%	\$1,250	\$1,071	\$1,750	\$1,187	\$1,750
401-000-000-535-18-41-00	Billing - Vision Software - S 31%	\$2,200	\$2,169	\$2,656	\$3,414	\$3,500
401-000-000-535-18-41-01	Billing - Vision Support - S 1/3	\$0	\$0	\$0	\$2,079	\$1,500
401-000-000-535-18-41-02	Underground Locates - S - 50%	\$50	\$34	\$50	\$20	\$30
401-000-000-535-18-42-02	Fee - Phone/Net - S 32.2%	\$1,900	\$2,221	\$2,000	\$2,494	\$2,000
401-000-000-535-18-43-00	Travel, Meals, Lodging - S 50%	\$500	\$847	\$500	\$0	\$650
401-000-000-535-18-46-00	AWC RMSA - Liability Ins - S	\$13,500	\$23,853	\$23,611	\$23,740	\$29,880
401-000-000-535-18-49-01	Dues/Reg/Tuition/Cert - S	\$1,250	\$1,517	\$1,300	\$237	\$1,300
401-000-000-535-18-49-02	Billing - Bank Fees - S 50%	\$250	\$236	\$250	\$230	\$250
401-000-000-535-18-49-04	Attorney - City - S	\$200	\$2,477	\$2,000	\$6,452	\$2,000
401-000-000-535-20-41-00	Consulting & Engineering - S	\$500	\$123	\$500	\$2,194	\$500
401-000-000-535-30-49-01	Equipment Rental - S (check bars)	\$0	\$0	\$0	\$0	\$500
401-000-000-535-40-30-00	Repairs/Maint - I&I - S	\$3,000	\$0	\$3,000	\$0	\$3,000
401-000-000-535-50-31-01	Herbicide/chemicals	\$200	\$0	\$0	\$0	\$0
401-000-000-535-50-31-03	Chlorine Tablets	\$450	\$0	\$0	\$0	\$600
401-000-000-535-50-35-00	XX Bio Solids/Disposal (use 80-47-06)	\$6,000	\$1,247	\$0	\$0	\$0

401-000-000-535-50-48-00	Sewer Main Cleaning	\$540	\$0	\$540	\$1,730	\$540
401-000-000-535-50-48-01	Repairs/Maint - Contracted - S	\$2,000	\$1,082	\$2,000	\$1,927	\$2,500
401-000-000-535-50-48-11	Copier - Repairs/Maint - S 25%	\$135	\$154	\$125	\$196	\$200
401-000-000-535-50-48-12	Repairs/Maint - Equip - S 37.5%	\$1,000	\$228	\$1,500	\$2,262	\$4,000
401-000-000-535-80-20-06	PPE - S 45%	\$350	\$10	\$350	\$144	\$500
401-000-000-535-80-31-01	Lab Chem/Glassware - S	\$2,200	\$1,947	\$3,500	\$3,077	\$3,500
401-000-000-535-80-31-02	Repairs/Maint - Lab Equipment - S	\$4,500	\$590	\$5,000	\$3,333	\$5,000
401-000-000-535-80-31-10	Operating Supplies - S 50%	\$4,500	\$1,997	\$2,000	\$1,882	\$2,500
401-000-000-535-80-31-11	Office Supplies - Shared - S 25%	\$375	\$668	\$500	\$683	\$1,000
401-000-000-535-80-31-12	Cap - Non Sewer Tech - S 25%	\$0	\$0	\$1,500	\$1,333	\$1,000
401-000-000-535-80-31-13	Billing - Svcs/Supplies - S 50%	\$0	\$0	\$2,500	\$3,577	\$3,500
401-000-000-535-80-32-22	Fuel - PW Truck - S 37.5%	\$1,000	\$2,037	\$3,000	\$1,697	\$3,000
401-000-000-535-80-32-23	Fuel - Trac/Backhoe - S 37.5%	\$700	\$590	\$938	\$48	\$940
401-000-000-535-80-41-02	Fee - Effluent Testing - S	\$1,000	\$982	\$1,500	\$748	\$1,500
401-000-000-535-80-41-03	WWTP Analytical Standard Test	\$1,000	\$766	\$1,000	\$552	\$1,000
401-000-000-535-80-42-21	Fuel - Generator- S 75%	\$350	\$0	\$800	\$425	\$1,500
401-000-000-535-80-47-03	Fee - Lab Accreditation - S	\$750	\$1,440	\$750	\$720	\$1,000
401-000-000-535-80-47-04	Fee - Bio Solids Permit - S	\$1,150	\$1,158	\$1,400	\$1,223	\$1,500
401-000-000-535-80-47-05	Fee - Discharge Permit - S	\$975	\$883	\$975	\$1,424	\$1,200
401-000-000-535-80-47-06	Bio Solids Expenses/Disposal	\$3,500	\$4,780	\$8,000	\$8,284	\$10,000
401-000-000-535-80-47-07	DOE Hazardous Waste Generation Fee	\$100	\$0	\$100	\$0	\$100
401-000-000-535-80-47-21	Garbage Service - S 38.35%	\$500	\$442	\$500	\$601	\$500
401-000-000-535-80-47-22	Natural Gas - S 32.2%	\$275	\$289	\$300	\$502	\$500
401-000-000-535-80-47-23	PUD - City Hall - S 20%	\$500	\$456	\$650	\$491	\$650
401-000-000-535-80-47-24	PUD - Lift Station 4006 - S	\$0	\$0	\$2,000	\$1,655	\$2,000
401-000-000-535-80-47-25	PUD - WWTP 4005 - S	\$16,000	\$16,031	\$16,500	\$17,124	\$18,000
401-000-000-535-80-47-31	Fee - SW Clean Air Agency - S 75%	\$0	\$0	\$0	\$414	\$0
401-000-000-589-19-49-00	Insurance Claims/Damages	\$0	\$0	\$0	\$3,211	\$0
401-000-000-592-34-83-01	Copier - Int/Tax/Fees - W 25%	\$22	\$32	\$30	\$47	\$30
401-000-000-592-35-83-01	Copier - Int/Tax/Fees - S 25%	\$22	\$32	\$30	\$47	\$30
401-000-000-594-34-64-00	Capital Outlay - W	\$1,750	\$675	\$2,200	\$0	\$0
401-000-000-594-34-75-00	Copier - Lease Principal - W 25%	\$270	\$270	\$270	\$401	\$300
401-000-000-594-35-64-00	Capital Outlay - S	\$1,750	\$675	\$2,200	\$0	\$0
401-000-000-594-35-75-00	Copier - Lease Principal - S 25%	\$270	\$270	\$270	\$401	\$300
401-000-000-597-00-00-02	Transfer - 408 Truck Fund - W 50%	\$10,000	\$10,000	\$10,000	\$0	\$5,000
401-000-000-597-00-00-08	Transfer - 408 Truck Fund - S 50%	\$0	\$0	\$10,000	\$0	\$5,000
401-001-000-585-00-00-00	Refunds - Utility Accts - WS	\$0	\$1,079	\$0	\$6,384	\$0
Total		\$ 433,761	\$ 456,596	\$ 452,227	\$ 399,618	\$ 475,330

WATER SEWER EQUIPMENT FUND						
Account Number	Description	Budget 2022	Actual 2022	Budget 2023	Actual 2023	Budget 2024
408-000-000-594-34-64-01	2015 F250 (2020) - W	\$0	\$52	\$0	\$0	\$0
408-000-000-594-48-64-00	Equipment Purchase	\$500	\$0	\$14,000	\$15,914	\$0
Total		\$500	\$52	\$14,000	\$15,914	\$0

WATER SEWER CAPITAL IMPROVEMENT FUND						
Account Number	Description	Budget 2022	Actual 2022	Budget 2023	Actual 2023	Budget 2024
410-000-000-591-35-78-00	2003 PWTF Payment	\$33,416	\$33,416	\$0	\$0	\$0
410-000-000-591-35-78-01	2003 DOEco Loan Payment	\$9,027	\$9,027	\$9,163	\$9,163	\$9,170
410-000-000-591-35-78-02	2011 PWTF Loan Payment	\$116,845	\$116,844	\$116,845	\$116,844	\$116,850
410-000-000-592-35-83-00	2003 PWTF Interest	\$334	\$334	\$0	\$0	\$0
410-000-000-592-35-83-01	2003 DOEco Interest	\$239	\$239	\$104	\$103	\$100
410-000-000-592-35-83-02	2011 PWTF Interest	\$5,842	\$5,842	\$5,550	\$5,550	\$5,500
410-000-000-594-34-40-00	Grant - WA DOComm 2019 - W	\$200,000	\$134,104	\$88,792	\$59,433	\$0
410-000-000-594-34-64-00	Repairs/Maint - Capital Out - W	\$5,000	\$2,868	\$17,500	\$18,459	\$5,000
410-000-000-594-34-64-02	Water Meter Replacement Costs	\$0	\$38,519	\$0	\$3,788	\$0
410-000-000-594-35-40-00	Grant - WA DOComm 2019 - S	\$200,000	\$68,136	\$44,395	\$55,414	\$0
410-000-000-594-35-64-00	Repairs/Maint - Capital Out - S	\$5,000	\$35,279	\$5,000	\$4,807	\$10,000
410-000-000-597-00-00-03	Patrol Car Loan	\$30,000	\$30,000	\$0	\$0	\$0
Total		\$ 605,703	\$ 474,609	\$ 287,349	\$ 273,560	\$ 146,620

PRIVATE-PURPOSE TRUST FUNDS						
Account Number	Description	Budget 2022	Actual 2022	Budget 2023	Actual 2023	Budget 2024
631-001-000-586-00-00-00	Hotel/motel Tax To State	\$0	\$107	\$0	\$603	\$0
631-001-000-586-00-00-01	Crime Victims remit 1.2% (county)	\$0	\$58	\$0	\$194	\$0
631-001-000-586-00-00-02	30%-32% to State Treasurer	\$0	\$2,239	\$0	\$2,819	\$0
631-001-000-586-00-00-03	Lewis Co. Sheriff - Warrant Costs	\$0	\$136	\$0	\$236	\$0
631-001-000-586-00-00-04	Adult Probation Costs To L.C.	\$0	\$455	\$0	\$441	\$0
631-001-000-586-00-00-05	JIS Fees to State	\$0	\$307	\$0	\$600	\$0
631-001-000-586-00-00-06	Misc Fees to L.C.	\$0	\$18	\$0	\$0	\$0
631-001-000-586-00-00-07	Auto Theft Prevention (state)	\$0	\$61	\$0	\$53	\$0
631-001-000-586-00-00-08	Trauma Brain Injury (state)	\$0	\$27	\$0	\$21	\$0
631-001-000-586-00-00-11	LC Pud Paystation Payments	\$0	\$16,187	\$0	\$0	\$0
631-001-000-589-30-00-13	2% Liquor EX Tax TO L.C.treas	\$0	\$74	\$0	\$0	\$0
631-001-000-589-30-00-14	2% Liquor Board Pro TO L.C. Treasurer	\$0	\$66	\$0	\$0	\$0
Total		\$0	\$19,736	\$0	\$4,967	\$0

GRAND TOTALS						
Fund	Budget 2022	Actual 2022	Budget 2023	Actual 2023	Budget 2024	
001-000-000-000-00-00-00	General Expense	\$ 139,632	\$ 180,675	\$ 176,411	\$ 158,021	\$ 182,966
001-000-001-000-00-00-00	Police Expense	\$ 272,556	\$ 262,224	\$ 251,938	\$ 205,667	\$ 275,650
101-000-000-000-00-00-00	City Streets	\$ 44,353	\$ 37,059	\$ 156,989	\$ 153,398	\$ 52,760
401-000-000-000-00-00-00	Water Sewer Fund	\$ 433,761	\$ 456,596	\$ 452,227	\$ 399,618	\$ 475,330
Total Expense		\$ 890,302	\$ 936,554	\$ 1,037,565	\$ 916,704	\$ 986,706
001-000-000-000-00-00-00	General Non Expense	\$ -	\$ 95,209	\$ 123,100	\$ 87,982	\$ 20,000
105-000-000-000-00-00-00	Criminal Justice	\$ 20,000	\$ 20,000	\$ 20,000	\$ 16,667	\$ 20,000
304-000-000-000-00-00-00	Police Car Reserves	\$ 61,071	\$ 92,643	\$ 9,354	\$ 9,354	\$ -
408-000-000-000-00-00-00	Water Sewer Equipment Fund	\$ 500	\$ 52	\$ 14,000	\$ 15,914	\$ -
410-000-000-000-00-00-00	Water Sewer Capital Improvement Fund	\$ 605,703	\$ 474,609	\$ 287,349	\$ 273,560	\$ 146,620
Total Grants/Passthru/Reserves		\$ 687,274	\$ 682,514	\$ 453,803	\$ 403,476	\$ 186,620

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.

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 COUNCIL 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.

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.

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:

- Call to Order
- Pledge of Allegiance
- Consent Agenda
- Public Hearings
- Presentations and Proclamations
- Mayor's Report
- Department Head Reports
- Committee Reports
- Comments from Citizens on Agenda Items
- Business Agenda
- Comments from Citizens
- 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.

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.

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.

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.

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.

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.

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.

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 Council Policies

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.

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.