

**CITY OF COTTAGE GROVE**  
**SPECIAL REVENUE FUNDS BUDGET SUMMARY**

<b>FUND/DEPARTMENT</b>	<b>FY2011-12 ACTUAL</b>	<b>FY2012-13 ACTUAL</b>	<b>FY2013-14 ACTUAL</b>	<b>FY2014-15 BUDGETED</b>	<b>FY 15-16 ADOPTED</b>
Street Fund					
Street Maintenance	409,218	436,629	435,559	507,395	544,835
Street Sweeping	72,702	96,644	100,357	111,295	112,655
Capital Improvements/Purchases	55,288	97,354	133,773	712,070	854,000
Non-Departmental	216,856	169,012	137,938	366,635	413,500
Total Street Fund	<b>754,064</b>	<b>799,639</b>	<b>807,627</b>	<b>1,697,395</b>	<b>1,924,990</b>
Assessment Fund	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,193,305</b>	<b>1,193,630</b>
Police Communications Fund					
Support Services	360,085	362,891	358,723	423,815	427,155
911 Services	224,619	228,635	237,099	257,172	258,863
Non-Departmental	58,366	9,840	10,470	10,845	11,475
Total Police Communications Fund	<b>643,070</b>	<b>601,366</b>	<b>606,292</b>	<b>691,832</b>	<b>697,493</b>
Narcotics Forfeiture Fund	<b>34,986</b>	<b>58,955</b>	<b>19,164</b>	<b>217,600</b>	<b>190,600</b>
Bicycle & Footpath Fund	<b>43,259</b>	<b>23,694</b>	<b>32,837</b>	<b>157,390</b>	<b>155,345</b>
Building Inspection Program Fund	<b>268,224</b>	<b>253,518</b>	<b>253,303</b>	<b>337,630</b>	<b>318,280</b>
Housing Rehabilitation Fund	<b>0</b>	<b>0</b>	<b>0</b>	<b>453,125</b>	<b>453,840</b>
<b>Total Special Revenue Funds</b>	<b>1,743,603</b>	<b>1,737,172</b>	<b>1,719,223</b>	<b>4,748,277</b>	<b>4,934,178</b>



**004-000 STREET FUND  
REVENUE**

2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET		2015-16 PROPOSED	APPROVED	ADOPTED
			DESCRIPTION			
524,948	607,075	641,035	41010 CARRYOVER	754,515	754,515	754,515
343,817	353,461	320,000	42030 LOCAL GAS TAX	320,000	320,000	320,000
528,389	553,156	507,160	51020 STATE HIGHWAY APPORTIONMENT	518,275	518,275	518,275
0	0	0	51100 FEDERAL AID - URBAN	100,000	100,000	100,000
0	0	0	51120 FEDERAL GRANTS	0	0	0
0	0	0	51210 CITY/COUNTY ROAD PARTNERSHIP	0	0	0
0	0	0	51600 MISC. INTERGOVT. REV.	0	0	0
528,389	553,156	507,160	TOTAL INTERGOVERNMENTAL	618,275	618,275	618,275
2,763	3,001	1,200	53200 INTEREST	1,200	1,200	1,200
50	484	0	54050 AUCTION PROCEEDS	0	0	0
0	0	0	54055-001 SUNRISE RIDGE TRAFFIC SIGNAL	0	0	0
6,432	3,257	3,000	54060 MISCELLANEOUS REVENUE	1,000	1,000	1,000
0	0	225,000	54400 BOND SALES/LOAN PROCEEDS	230,000	230,000	230,000
6,482	3,741	228,000	TOTAL MISCELLANEOUS	231,000	231,000	231,000
<b>1,406,399</b>	<b>1,520,434</b>	<b>1,697,395</b>	<b>TOTAL REVENUE</b>	<b>1,924,990</b>	<b>1,924,990</b>	<b>1,924,990</b>



**DEPARTMENT: STREET MAINTENANCE****OVERVIEW**

Street Maintenance is a function of the Public Works Department and ensures safe and efficient traffic movements for various modes of transportation within the system. Duties include maintaining and repairing/replacing pavement surface including street amenities, traffic control devices, and keeping street right-of-ways clean. Street Maintenance is funded through the Street Fund which accounts for revenues dedicated specifically for street purposes.

**OPERATIONAL OBJECTIVES**

- Provide sanding, snow & debris removal during inclement weather to provide safe passage.
- Grade & re-rock unimproved streets annually.
- Maintain street ride-ability by filling potholes and investigating and repairing road surface damage.
- Maintain traffic control devices, which include regulatory, warning, directional signs, traffic signal operation, and traffic markings (striping crosswalks, centerlines of roadways, bike lanes, etc.)
- Maintain right-of-way visibility by trimming trees and controlling vegetation.
- Fund street light operation costs.

**BUDGET YEAR OBJECTIVES**

- Continue City-wide leaf pickup program.
- Continue tree branch pickup program.
- Perform annual grading and re-rocking of unimproved streets.
- Respond to public safety needs such as sanding, snow removal, de-icing application and surface maintenance.
- Replace and upgrade street signs.
- Re-stripe crosswalks, bike lanes, traffic lane striping, curb painting, pavement legends, etc as needed.
- Fund traffic signal and street light maintenance contracts.

**MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2014-15**

- Performed grading and re-rocking of unimproved streets.
- Replaced and upgraded street signs as needed.
- Applied pavement markings on various streets.
- Investigated complaints and repaired or performed preventive street maintenance.
- Continued to repair potholes.

**SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2014-15**

- No significant changes being proposed.

#### FULL-TIME EQUIVALENT POSITIONS

Position	Adopted 2012-123	Adopted 2013-14	Adopted 2014-15	Proposed 2015-16
Public Works Director	0.25	0.25	0.25	0.25
Administrative Aide	-	-	-	-
Clerical Assistant	0.07	0.07	0.07	0.07
City Engineer	-	-	-	-
Utilities Maint. Supervisor	0.23	0.23	0.23	0.23
Fleet & Facilities Manager	0.22	0.22	0.22	0.22
Utility Maintenance Workers	1.89	1.89	1.79	1.79
Temporary Worker	-	-	-	-
Regular Part Time Worker	0.34	0.34	0.62	0.62
	3.00	3.00	3.18	3.18

#### PERFORMANCE MEASUREMENTS

Strategy	Measure	Actual 2010-11	Actual 2011-12	Actual 2012-13	Actual 2013-14
<i>Keep street right of ways unobstructed</i>	No. of yards debris (leaf program)	1,490	1,650	1,250	940
	No. of yards debris (tree branch program)	170	100	120	1,540
	No. of letters sent to request vegetation removal	80	231	228	220
<i>Provide safe transportation system</i>	No. of service requests	110	115	111	112
	No. of signs upgraded	27	28	23	20
	No. of new signs installed	8	20	25	17



## DID YOU KNOW?

### Street System Facts:

- 43.6 miles of public streets (42.1 miles paved, 1.5 miles graveled or natural)
- 14 traffic signals (7 City, 7 ODOT)
- 507 street lights
- 1,385 traffic signs
- 572 street name signs
- 4.6 miles of improved on-street bike lanes
- 5.7 miles of off-street bike trails
- 1 lighted crosswalk



New Storm Drain Grate at 10<sup>th</sup> and Washington

**City of Cottage Grove  
Fiscal Year 2015-16 Budget**

**004-000 STREET FUND  
004-410 STREET MAINTENANCE**

2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	DESCRIPTION	2015-16		
				PROPOSED	APPROVED	ADOPTED
			PERSONAL SERVICES			
22,116	22,501	22,945	60400 PUBLIC WORKS DIRECTOR - 0.25 FTE	23,175	23,175	23,175
0	0	0	60410 ADMINISTRATIVE AIDE - 0.07 FTE	3,000	3,000	3,000
2,803	2,786	2,910	60420 CLERICAL ASSISTANT - 0.0 FTE	0	0	0
15,652	15,590	16,240	60440 UTILITIES MAINT. SUPERVISOR - 0.23 FTE	16,400	16,400	16,400
15,207	15,410	15,735	60450 FLEET & FACILITIES MANAGER - 0.22 FTE	15,895	15,895	15,895
95,657	97,062	96,540	60480 UTILITY MAINTENANCE WORKER - 1.89 FTE	102,445	102,445	102,445
6,554	5,681	10,815	61010 REGULAR PART-TIME WORKER - 1.04 FTE	20,180	20,180	20,180
36	253	2,000	61100 OVERTIME	2,000	2,000	2,000
4,745	3,093	5,780	62010 WORKERS' COMPENSATION	7,280	7,280	7,280
1,183	1,089	1,340	62020 UNEMPLOYMENT	920	920	920
11,713	11,950	12,790	62030 FICA	14,010	14,010	14,010
115	107	105	63010 LIFE INSURANCE	110	110	110
27,053	27,195	33,675	63020 RETIREMENT	33,450	33,450	33,450
774	719	845	63030 DISABILITY INSURANCE	880	880	880
50,988	50,997	49,075	63040 HEALTH INSURANCE	54,340	54,340	54,340
254,597	254,432	270,795	TOTAL PERSONAL SERVICES	294,085	294,085	294,085
			MATERIALS AND SERVICES			
12,606	11,783	20,000	71000 CONTRACTUAL SERVICES	30,000	30,000	30,000
21,829	23,658	25,000	71500 ELECTRICITY	25,000	25,000	25,000
82,500	75,929	81,850	71510 STREET LIGHTING	86,000	86,000	86,000
6,743	6,322	7,500	71520 TELEPHONE	7,500	7,500	7,500
1,490	1,477	2,000	71530 NATURAL GAS	2,000	2,000	2,000
8,706	7,549	9,500	71540 FUEL & LUBRICANTS	9,500	9,500	9,500
590	576	600	71560 COMMUNICATIONS SERVICE	600	600	600
2,553	881	4,000	71700 BUILDING MAINT. & REPAIR	4,000	4,000	4,000
8,892	19,098	18,000	71710 EQUIPMENT MAINT. & REPAIR	18,000	18,000	18,000
5,029	3,045	6,500	71720 VEHICLE MAINT. & REPAIR	6,500	6,500	6,500
14,348	8,681	25,000	71770 SIGN & SIGNAL MAINTENANCE	25,000	25,000	25,000
5,251	4,726	7,500	71780 STREET MAINTENANCE	7,500	7,500	7,500
1,834	1,230	3,700	72100 MINOR EQUIPMENT & TOOLS	3,700	3,700	3,700
2,445	5,770	10,000	72120 EQUIPMENT RENTAL & LEASE	10,000	10,000	10,000
0	200	1,000	72310 TRAFFIC MARKINGS	1,000	1,000	1,000
1,114	1,318	1,200	72510 SAFETY EQUIPMENT	1,200	1,200	1,200
467	901	750	72600 CLEANING SUPPLIES	750	750	750
3,341	4,172	6,500	73000 SAND & GRAVEL	6,500	6,500	6,500
831	1,145	3,500	73010 ASPHALT & CONCRETE	3,500	3,500	3,500
1,463	2,666	2,500	73600 MISCELLANEOUS SUPPLIES	2,500	2,500	2,500
182,032	181,127	236,600	TOTAL MATERIALS AND SERVICES	250,750	250,750	250,750
<b>436,629</b>	<b>435,559</b>	<b>507,395</b>	<b>TOTAL EXPENDITURES</b>	<b>544,835</b>	<b>544,835</b>	<b>544,835</b>



**FUND: SPECIAL REVENUE****FUND/DEPARTMENT #: 004-412****DEPARTMENT: STREET SWEEPING****OVERVIEW**

The Street Sweeping is a function of the Public Works Department using Street Funds to provide street cleaning for all public streets, thereby reducing the amount of debris entering the City's storm drainage system.

**OPERATIONAL OBJECTIVES**

- Remove the maximum amount of debris from public streets and prevent debris from entering the storm drainage system.
- Provide cleanup after community activities such as parades and other on-street activities that are attended by large numbers of people.
- Collect and dispose of road-kill animals in the public street right-of-way.
- Provide clean-up assistance with the leaf and tree branch pickup programs.
- Keep improved Bike Paths clean of debris.

**BUDGET YEAR OBJECTIVES**

- Extend street sweeping services for all recently constructed public streets.
- Provide additional leaf pickup on all recently constructed and annexed streets.
- Continue to provide a street sweeping program on existing improved city streets including disposal of road-kill animals.
- Continue to provide sweeping after special community events such as parades.

**MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2014-15**

- Performed street sweeping program that included leaf removal from all public streets; this also included sweeping after special community events.
- Removed debris following wind and rainstorms.
- Separated and disposed of contaminated street sweeper waste at the County landfill.

**SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2014-15**

- Propose to replace the 2007 Elgin street sweeper with a current year model.

**FULL-TIME EQUIVALENT POSITIONS**

	Adopted 2011-12	Adopted 2012-13	Adopted 2013-14	Adopted 2014-15	Proposed 2015-16
Fleet & Facilities Manager	.05	.05	.05	.05	.05
Utility Maintenance Worker	.55	.55	.55	.55	.55
Total FTE	0.6	0.6	0.6	0.6	0.6

**City of Cottage Grove  
Fiscal Year 2015-16 Budget**

**004 STREET FUND  
004-412 STREET SWEEPING**

2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	DESCRIPTION	2015-16		
				PROPOSED	APPROVED	ADOPTED
			PERSONAL SERVICES			
3,454	3,502	3,580	60450 FLEET & FACILITIES MANAGER - 0.05 FTE	3,615	3,615	3,615
28,336	28,668	29,400	60480 UTILITY MAINTENANCE WORKER - 0.55 FTE	29,690	29,690	29,690
0	12	300	61100 OVERTIME	300	300	300
1,487	981	1,585	62010 WORKERS' COMPENSATION	1,740	1,740	1,740
238	222	270	62020 UNEMPLOYMENT	170	170	170
2,335	2,377	2,550	62030 FICA	2,575	2,575	2,575
26	24	25	63010 LIFE INSURANCE	25	25	25
6,208	6,200	7,520	63020 RETIREMENT	7,730	7,730	7,730
175	160	195	63030 DISABILITY INSURANCE	195	195	195
12,865	13,102	13,770	63040 HEALTH INSURANCE	14,515	14,515	14,515
55,124	55,249	59,195	TOTAL PERSONAL SERVICES	60,555	60,555	60,555
			MATERIALS AND SERVICES			
9,019	8,566	12,000	71540 FUEL & LUBRICANTS	12,000	12,000	12,000
20,979	27,396	30,000	71550 LANDFILL FEES	30,000	30,000	30,000
11,522	9,119	10,000	71710 EQUIP. MAINT. & REPAIR	10,000	10,000	10,000
0	27	100	73600 MISCELLANEOUS SUPPLIES	100	100	100
41,520	45,108	52,100	TOTAL MATERIALS AND SERVICES	52,100	52,100	52,100
<b>96,644</b>	<b>100,357</b>	<b>111,295</b>	<b>TOTAL EXPENDITURES</b>	<b>112,655</b>	<b>112,655</b>	<b>112,655</b>

**FUND: SPECIAL REVENUE**

**FUND/DEPARTMENT #: 004-414**

**DEPARTMENT: STREET CAPITAL IMPROVEMENTS/PURCHASES**

**OVERVIEW**

The Street Major Improvements/Capital Purchases budget accumulates financial reserves to perform major street improvement projects, perform contracted professional services and purchase capital equipment items for the City's street system. Oregon cities receive monies from the Oregon Department of Transportation for maintenance and/or reconstruction of Federal Aid designated streets.

**BUDGET YEAR OBJECTIVES**

- Provide funding for work equipment used by the City's Public Works crew in the maintenance of the street system.
- Complete engineering design and construction of City wide street maintenance project as well as small miscellaneous projects within the street system.
- Provide funding for traffic markings within the street system.
- Provide funding for the grading and rocking of City alley's and gravel roads.
- Funding maintenance repairs to Main Street Bridge.

**MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2014-15**

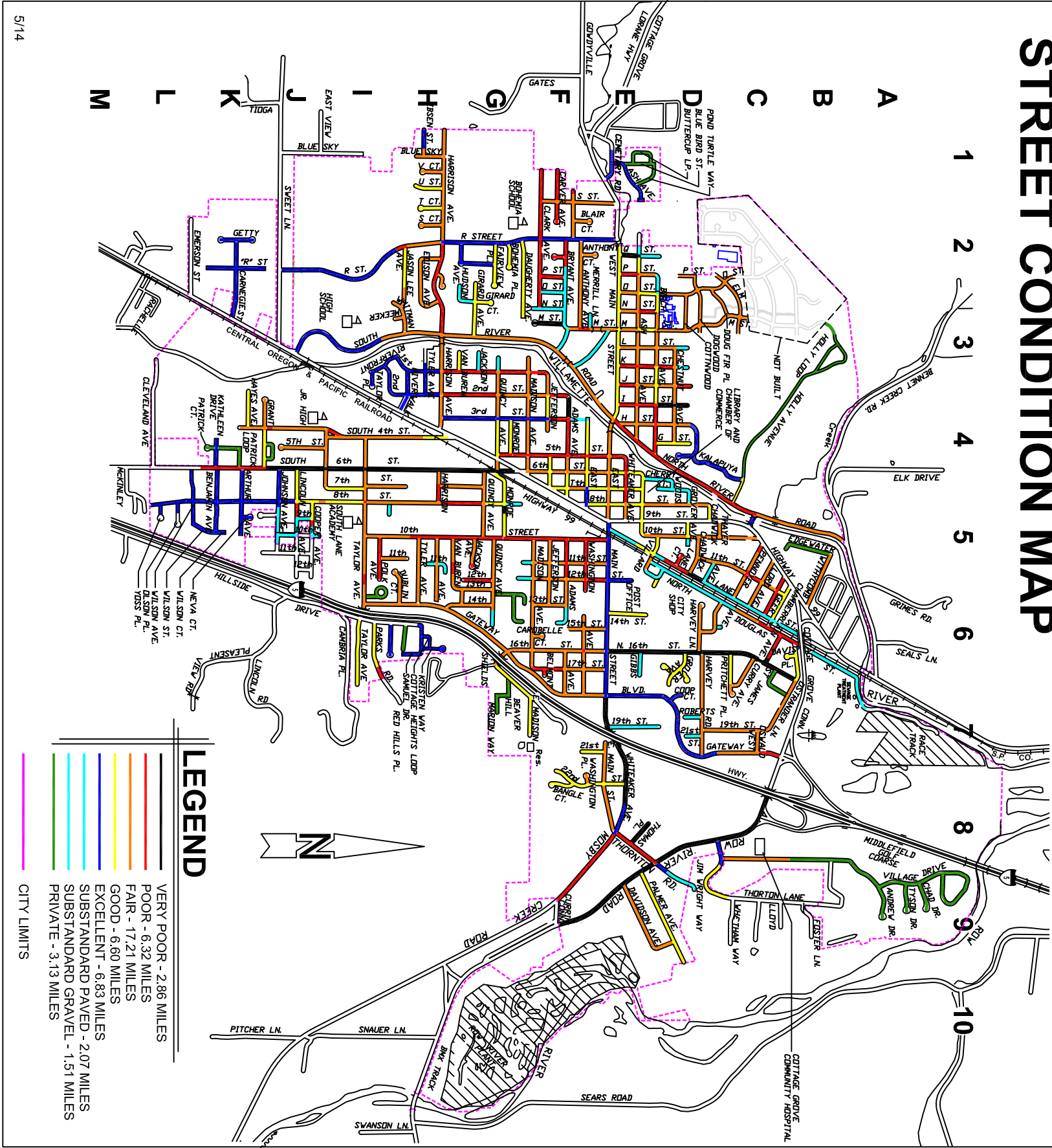
- Purchased various pieces of work equipment for the Public Works Department.
- Graded and rocked City's alley, gravel streets and shop area.
- Maintained traffic markings throughout the City's transportation system.
- Paid 10.27% City's match from Federal Urban Aid dollars for Highway 99 & Main Street for design work.
- Paid for replacement of handicap ramps and dig out of soft spots on the South 3<sup>rd</sup> Street Project.

**SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2014-15**

- Provide funding to replace the Street Sweeper.



STREET CONDITION MAP



STREET PROJECTS  
PROJECTED CAPITAL IMPROVEMENT NEEDS

Project	Total Costs (4/2014 \$)
Upgrade 2.86 miles of streets in Very Poor Condition to a minimum of Good Condition	3,221,600
Upgrade 6.32 miles of streets in Poor Condition to a minimum of Good Condition	2,213,300
Upgrade 17.21 miles of streets in Fair Condition to a minimum of Good Condition	568,000
Upgrade 2.07 miles of paved sub-standard streets to a minimum of Good Condition (does not include widening to meet City standards)	795,200
Upgrade 1.51 miles of gravel sub-standard streets to a minimum of Good Condition (includes widening to meet City standards)	2,599,300

TOTAL OF ESTIMATED COSTS NOT FUNDED = \$9,397,400



**City of Cottage Grove  
Fiscal Year 2015-16 Budget**

**004 STREET FUND  
004-414 STREET IMPR./CAPITAL PURCH.**

2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET		2015-16		
			DESCRIPTION	PROPOSED	APPROVED	ADOPTED
			MATERIALS AND SERVICES			
8,940	25,153	70,000	71000 CONTRACTUAL SERVICES	90,000	90,000	90,000
3,608	8,185	56,480	79910 ENGINEERING SERVICE FEES	51,400	51,400	51,400
12,548	33,338	126,480	TOTAL MATERIALS AND SERVICES	141,400	141,400	141,400
			CAPITAL OUTLAY			
84,356	98,160	356,540	83000 BUILDINGS AND IMPROVEMENTS	370,300	370,300	370,300
0	0	0	83050 FEDERAL AID URBAN PROJECTS	100,000	100,000	100,000
0	0	226,000	84000 MOTOR VEHICLES	236,000	236,000	236,000
450	2,275	3,050	84010 WORK EQUIPMENT	6,300	6,300	6,300
84,806	100,435	585,590	TOTAL CAPITAL OUTLAY	712,600	712,600	712,600
<b>97,354</b>	<b>133,773</b>	<b>712,070</b>	<b>TOTAL EXPENDITURES</b>	<b>854,000</b>	<b>854,000</b>	<b>854,000</b>





**FUND: SPECIAL REVENUE**

**FUND/DEPARTMENT #: 004-495**

**DEPARTMENT: STREET NON-DEPARTMENTAL**

**OVERVIEW**

The purpose of Street Non-Departmental budget is to account for expenditures that are common to all Street Fund activities. Those expenditures include costs for audit, insurance, administrative charges, postage, education, professional organization costs, medical tests, operational engineering support and other general expenses.

**OPERATIONAL OBJECTIVES**

- Training is provided for full-time employees that conduct the activities of the street infrastructure.
- Provides funding for mailing costs.
- Pays allotment for administrative and general engineering services as well any outstanding debt service.

**BUDGET YEAR OBJECTIVES**

- To continue to support the activities of the Street Maintenance, Street Sweeping and Street Major Improvements/Capital Purchases functions.

**SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2014-15**

- Payment for engineering fees associated with the construction of a lighted crosswalk near Row River Road and Jim Wright Way intersection.

**City of Cottage Grove  
Fiscal Year 2015-16 Budget**

**004 STREET FUND  
004-495 NON-DEPARTMENTAL**

2012-13	2013-14	2014-15		2015-16		
ACTUAL	ACTUAL	BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
			MATERIALS & SERVICES			
150	856	200	70030 ADVERTISING	200	200	200
1,723	1,939	5,420	70100 AUDIT EXPENSE	2,265	2,265	2,265
8,100	9,975	12,500	70400 INSURANCE & BONDS	15,940	15,940	15,940
179	93	300	71600 POSTAGE	300	300	300
400	509	1,500	72000 COMPUTER SUPPLIES & MAINT.	1,500	1,500	1,500
551	336	750	72010 OFFICE SUPPLIES	750	750	750
0	0	150	72030 BOOKS, MAPS & PERIODICALS	150	150	150
100	62	300	74100 PROFESSIONAL ASSOCIATION DUES	300	300	300
1,572	380	1,750	74200 EDUCATION & REGISTRATION FEES	1,750	1,750	1,750
257	73	400	74210 TRAVEL & SUBSISTENCE	400	400	400
581	1,157	500	74300 EMPLOYEE MEDICAL EXAMS & TESTS	1,000	1,000	1,000
53,740	52,785	50,910	79900 ADMINISTRATIVE FEE	62,565	62,565	62,565
20,000	20,000	20,000	79910 ENGINEERING SERVICE FEES	20,000	20,000	20,000
87,354	88,165	94,680	TOTAL MATERIALS & SERVICES	107,120	107,120	107,120
			DEBIT SERVICE			
0	1,221	1,205	90110-081 LOAN PRINCIPAL PAYMENT - PERS UAL	1,270	1,270	1,270
0	13,156	0	90110-084 LOAN PRINCIPAL PAYMENT - CITY SHOP	0	0	0
0	9,539	2,425	90110-085 LOAN PRINCIPAL PAYMENT - VACTOR	0	0	0
0	0	30,280	90110-105 LOAN PRINCIPAL PAYMENT - SWEEPER	28,090	28,090	28,090
0	0	0	90110-115 LOAN PRINCIPAL PAYMENT - TIGER MOWER	2,110	2,110	2,110
0	0	0	90110-117 LOAN PRINCIPAL PAYMENT - DUMP TRUCK	2,110	2,110	2,110
0	5,993	6,230	90111-083 LOAN INTEREST PAYMENT - PERS UAL	6,600	6,600	6,600
0	278	0	90111-087 LOAN INTEREST PAYMENT - CITY SHOP	0	0	0
0	287	20	90111-088 LOAN INTEREST PAYMENT - VACTOR	0	0	0
0	0	8,100	90111-106 LOAN INTEREST PAYMENT - SWEEPER	4,705	4,705	4,705
0	0	0	90111-116 LOAN INTEREST PAYMENT - TIGER MOWER	355	355	355
0	0	0	90111-118 LOAN INTEREST PAYMENT - DUMP TRUCK	355	355	355
0	0	40	90115 LOAN TRUSTEE FEE - PERS UAL	40	40	40
0	30,473	48,300	TOTAL DEBIT SERVICE	45,635	45,635	45,635
			TRANSERS			
19,300	19,300	33,000	90211 TRANSFER TO BICYCLE PATH FUND	19,300	19,300	19,300
62,358	0	0	90217 TRANSFER TO DEBT SERVICE	0	0	0
81,658	19,300	33,000	TOTAL TRANSFERS	19,300	19,300	19,300
0	0	187,405	99000 CONTINGENCY	237,945	237,945	237,945
0	0	3,250	99012 RESERVE FOR FUTURE EXPENDITURE	3,500	3,500	3,500
606,760	712,808	0	99020 ENDING BALANCE	0	0	0
606,760	712,808	190,655	TOTAL CONTINGENCY/ENDING BAL.	241,445	241,445	241,445
775,772	850,746	366,635	TOTAL EXPENDITURES	413,500	413,500	413,500
1,406,399	1,520,434	1,697,395	TOTAL STREET FUND EXPENDITURES	1,924,990	1,924,990	1,924,990

**FUND: SPECIAL REVENUE**

**FUND/DEPARTMENT #:005-510**

**DEPARTMENT: ASSESSMENT**

**OVERVIEW**

Accounts for the financing of special assessment projects and the collection of assessments from benefited property owners.

**BUDGET YEAR OBJECTIVES**

- Provide funding for improvements costs for North River Road LID, if formed.
- Provide funding for costs of any other LIDs formed during the fiscal year.
- Collect assessments for any completed local improvement districts (LID's).

**City of Cottage Grove  
Fiscal Year 2015-16 Budget**

**005-510 ASSESSMENT FUND**

2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	DESCRIPTION	2015-16		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
150,901	151,690	152,140	41010 CARRYOVER	152,715	152,715	152,715
0	0	0	52010 PRINCIPAL - UNBONDED	0	0	0
0	0	0	53010 INTEREST - UNBONDED	0	0	0
0	0	0	TOTAL LID PRINCIPAL & INTEREST	0	0	0
789	621	650	53200 INTEREST INCOME	400	400	400
0	0	1,040,515	54400 LOAN PROCEEDS	1,040,515	1,040,515	1,040,515
151,690	152,311	1,193,305	TOTAL REVENUE	1,193,630	1,193,630	1,193,630
EXPENDITURES						
MATERIALS AND SERVICES						
0	0	0	79900 ADMINISTRATIVE FEE	0	0	0
0	0	164,595	79910 ENGINEERING SERVICE FEES	164,595	164,595	164,595
0	0	164,595	TOTAL MATERIALS AND SERVICES	164,595	164,595	164,595
CAPITAL OUTLAY						
0	0	1,028,710	83000 BUILDINGS & IMPROVEMENTS	1,029,035	1,029,035	1,029,035
DEBT SERVICE						
0	0	0	90110 LOAN PRINCIPAL	0	0	0
0	0	0	90111 LOAN INTEREST	0	0	0
0	0	0	TOTAL DEBT SERVICE	0	0	0
0	0	0	99010 UNAPPROPRIATED FUND BALANCE	0	0	0
151,690	152,311	0	99020 ENDING BALANCE	0	0	0
151,690	152,311	1,193,305	TOTAL EXPENDITURES	1,193,630	1,193,630	1,193,630

**FUND: POLICE COMMUNICATIONS****FUND/DEPARTMENT #: 006-610****#: 006-620****DEPARTMENT: SUPPORT SERVICES/911 SERVICES****#: 006-695****OVERVIEW**

The department is responsible for emergency and routine communications involving the Cottage Grove Police Department and the 9-1-1 Public Safety Answering Point (PSAP). Department functions include business telephone reception, counter reception, computer entry and records search, police evidence collection and processing, statewide teletype communications, alarm and jail monitoring, communication coordination among agencies, emergency communication with the hearing and speech impaired and miscellaneous clerical tasks. This section operates on a 24-hour basis, seven days per week.

**DEPARTMENT OPERATIONAL OBJECTIVES**

- Provide service to the citizens of our community and the user agencies of Cottage Grove Police Communications.

**MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2014-15**

- Secure online “Cloud” storage for department data.
- Upgrade to Windows 7.
- Deployed new evidence barcode system.

**FULL-TIME EQUIVALENT POSITIONS**

Position	Adopted 2011-12	Adopted 2012-13	Adopted 2013-14	Proposed 2014-15
Police Chief	0.20	0.20	0.20	0.20
Police Commander	0.30	0.30	0.30	0.30
Police Corporal	0.40	0.40	0.40	0.30
Administrative Aide	0.25	0.25	0.25	0.25
Communications Specialist	5.00	5.00	5.00	5.00
Temporary Worker	0.13	0.13	0.13	0.13
	6.28	6.28	6.28	6.18

**PERFORMANCE MEASUREMENTS**

Strategy	Measure	2009	2010	2011	2012	2013	2014
Provide efficient response to emergency and non-emergency calls for service, including other agencies.	911 Calls	6,890	6,547	6,628	6,778	9,025	8,975
	Police Dept. Calls	2,014	3,276	Not available	16,667	19,514	23,566
	Ambulance Calls	783	1,060	Not available	1,117	1,298	1,410
	Fire Calls	63	99	Not available	91	99	123

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**006-610 POLICE COMMUNICATIONS FUND**

**2015-16**

<b>2012-13 ACTUAL</b>	<b>2013-14 ACTUAL</b>	<b>2014-15 BUDGET</b>	<b>DESCRIPTION</b>	<b>PROPOSED</b>	<b>APPROVED</b>	<b>ADOPTED</b>
47,886	74	19,000	41010 CARRYOVER	1,000	1,000	1,000
47,797	47,801	47,107	51030 911 SERVICE CONTRACT	47,018	47,018	47,018
89,919	89,967	85,495	51031 911 TELEPHONE TAX	86,902	86,902	86,902
137,716	137,768	132,602	TOTAL INTERGOVERNMENTAL	133,920	133,920	133,920
109	2	25	53200 INTEREST INCOME	25	25	25
415,655	469,515	540,205	55001 TRANSFER FROM GEN. FUND	562,548	562,548	562,548
<b>601,366</b>	<b>607,359</b>	<b>691,832</b>	<b>TOTAL REVENUE</b>	<b>697,493</b>	<b>697,493</b>	<b>697,493</b>

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**006-610 SUPPORT SERVICES**

**2015-16**

<b>2012-13 ACTUAL</b>	<b>2013-14 ACTUAL</b>	<b>2014-15 BUDGET</b>	<b>DESCRIPTION</b>	<b>PROPOSED</b>	<b>APPROVED</b>	<b>ADOPTED</b>
<b>PERSONNEL SERVICES</b>						
12,182	11,293	12,620	60500 POLICE CHIEF - .14 FTE	12,820	12,820	12,820
14,775	10,399	15,390	60510 POLICE COMMANDER - .20 FTE	16,025	16,025	16,025
2,074	0	13,965	60520 POLICE CORPORAL - .20 FTE	13,495	13,495	13,495
6,780	6,700	7,035	60540 ADMININISTRATIVE AIDE - .15 FTE	7,110	7,110	7,110
156,251	164,688	159,610	60551 COMMUNICATIONS SPECIALISTS - 3.35 FTE	163,330	163,330	163,330
0	0	3,635	61000 TEMPORARY WORKER - .09 FTE	3,790	3,790	3,790
20,753	14,256	21,850	61100 OVERTIME	21,635	21,635	21,635
6,580	4,034	6,610	61200 HOLIDAY PAY	6,675	6,675	6,675
1,686	1,297	3,010	62010 WORKERS' COMPENSATION	3,320	3,320	3,320
1,715	1,594	2,015	62020 UNEMPLOYMENT	1,500	1,500	1,500
17,026	16,972	20,505	62030 FICA	20,840	20,840	20,840
180	167	200	63010 LIFE INSURANCE	200	200	200
43,058	34,560	53,665	63020 RETIREMENT	51,080	51,080	51,080
1,169	1,050	1,445	63030 DISABILITY INSURANCE	1,445	1,445	1,445
69,565	73,333	80,555	63040 HEALTH INSURANCE	83,585	83,585	83,585
353,794	340,342	402,110	<b>TOTAL PERSONNEL SERVICES</b>	<b>406,850</b>	<b>406,850</b>	<b>406,850</b>
<b>MATERIALS AND SERVICES</b>						
503	497	525	70900 PRINTING, BINDING & COPYING	550	550	550
1,392	10,352	9,000	71000 CONTRACTUAL SERVICES	9,000	9,000	9,000
558	854	1,000	71210 CLOTHING ALLOWANCE	1,000	1,000	1,000
3,459	3,118	4,000	71520 TELEPHONE	3,500	3,500	3,500
0	272	300	71710 EQUIPMENT MAINT. & REPAIR	800	800	800
480	90	1,600	72000 COMPUTER SERVICE & SUPPLIES	1,500	1,500	1,500
1,003	987	875	72010 OFFICE SUPPLIES	900	900	900
280	244	280	72030 BOOKS, MAPS & PERIODICALS	280	280	280
27	570	500	73600 MISC. SUPPLIES & EXPENSE	500	500	500
50	0	125	74100 PROFESSIONAL ASSOC. DUES	125	125	125
960	875	900	74200 EDUCATION & REGISTRATION	900	900	900
0	522	500	74210 TRAVEL & SUBSISTENCE	650	650	650
140	0	600	74400 RECRUITMENT EXPENSE	600	600	600
8,852	18,381	20,205	<b>TOTAL MATERIALS AND SERVICES</b>	<b>20,305</b>	<b>20,305</b>	<b>20,305</b>
<b>CAPITAL OUTLAY</b>						
0	0	500	84010 WORK EQUIPMENT	0	0	0
245	0	500	84020 OFFICE FURNITURE & EQUIP.	0	0	0
0	0	500	84030 COMPUTER EQUIPMENT	0	0	0
245	0	1,500	<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>362,891</b>	<b>358,723</b>	<b>423,815</b>	<b>TOTAL EXPENDITURES</b>	<b>427,155</b>	<b>427,155</b>	<b>427,155</b>

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**006-620 911 SERVICES**

**2015-16**

<b>2012-13 ACTUAL</b>	<b>2013-14 ACTUAL</b>	<b>2014-15 BUDGET</b>	<b>DESCRIPTION</b>	<b>PROPOSED</b>	<b>APPROVED</b>	<b>ADOPTED</b>
<b>PERSONNEL SERVICES</b>						
5,537	5,588	5,740	60500 POLICE CHIEF .06 FTE	5,830	5,830	5,830
7,388	7,887	7,700	60510 POLICE COMMANDER - .10 FTE	7,985	7,985	7,985
832	4,633	6,975	60520 POLICE CORPORAL - .10 FTE	6,720	6,720	6,720
4,335	4,411	4,500	60540 ADMINISTRATIVE AIDE - .10 FTE	4,550	4,550	4,550
77,224	82,642	78,630	60551 COMMUNICATIONS SPECIALISTS - 1.65 FTE	80,455	80,455	80,455
0	0	1,875	61000 TEMPORARY WORKER - .04 FTE	1,955	1,955	1,955
10,226	7,052	10,650	61100 OVERTIME	10,670	10,670	10,670
3,243	1,988	3,550	61200 HOLIDAY PAY	3,580	3,580	3,580
826	639	1,550	62010 WORKERS' COMPENSATION	1,705	1,705	1,705
851	797	1,005	62020 UNEMPLOYMENT	800	800	800
8,442	8,533	10,185	62030 FICA	10,345	10,345	10,345
91	83	100	63010 LIFE INSURANCE	100	100	100
20,634	20,730	26,595	63020 RETIREMENT	25,290	25,290	25,290
582	522	720	63030 DISABILITY INSURANCE	720	720	720
34,602	36,461	40,000	63040 HEALTH INSURANCE	41,600	41,600	41,600
174,812	181,964	199,775	<b>TOTAL PERSONNEL SERVICES</b>	<b>202,305</b>	<b>202,305</b>	<b>202,305</b>
<b>MATERIALS AND SERVICES</b>						
47,797	47,800	47,107	71000 CONTRACTUAL SERVICES	47,018	47,018	47,018
2,096	1,853	2,500	71520 TELEPHONE	2,500	2,500	2,500
0	0	0	71710 EQUIPMENT MAINT. & REPAIR	250	250	250
1,232	2,523	3,100	71730 RADIO MAINT. & REPAIR	3,500	3,500	3,500
849	1,380	1,000	72000 COMPUTER SERVICE & SUPPLIES	1,000	1,000	1,000
576	71	500	72010 OFFICE SUPPLIES	450	450	450
0	0	150	72030 BOOKS, MAPS & PERIODICALS	150	150	150
0	89	200	73600 MISC. SUPPLIES & EXPENSE	200	200	200
0	218	240	74100 PROFESSIONAL ASSOCIATION DUES	240	240	240
240	512	600	74200 EDUCATION & REGISTRATION	500	500	500
0	0	500	74210 TRAVEL & SUBSISTENCE	250	250	250
70	0	500	74400 RECRUITMENT EXPENSE	500	500	500
52,860	54,447	56,397	<b>TOTAL MATERIALS AND SERVICES</b>	<b>56,558</b>	<b>56,558</b>	<b>56,558</b>
<b>CAPITAL OUTLAY</b>						
462	688	500	84010 WORK EQUIPMENT	0	0	0
500	0	500	84040 RADIO EQUIPMENT	0	0	0
962	688	1,000	<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>228,635</b>	<b>237,099</b>	<b>257,172</b>	<b>TOTAL EXPENDITURES</b>	<b>258,863</b>	<b>258,863</b>	<b>258,863</b>



**City of Cottage Grove  
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**006-695 NON-DEPARTMENTAL**

**2015-16**

<b>2012-13 ACTUAL</b>	<b>2013-14 ACTUAL</b>	<b>2014-15 BUDGET</b>	<b>DESCRIPTION</b>	<b>PROPOSED</b>	<b>APPROVED</b>	<b>ADOPTED</b>
			DEBT SERVICE			
0	1,772	1,750	90110-081 PERS BOND DEBT - PRINCIPAL	1,840	1,840	1,840
0	8,698	9,040	90111-083 PERS BOND DEBT - INTEREST	9,580	9,580	9,580
0	0	55	90112 PERS TRUSTEE ANNUAL FEE	55	55	55
0	10,470	10,845	TOTAL DEBT SERVICE	11,475	11,475	11,475
9,840	0	0	90217 TRANSFER TO DEBT SERVICE	0	0	0
0	0	0	99000 CONTINGENCY	0	0	0
1	1,067	0	99020 ENDING BALANCE	0	0	0
<b>9,841</b>	<b>11,537</b>	<b>10,845</b>	<b>TOTAL EXPENDITURES</b>	<b>11,475</b>	<b>11,475</b>	<b>11,475</b>
<b>601,366</b>	<b>607,359</b>	<b>691,832</b>	<b>TOTAL POLICE COMMUNICATIONS</b>	<b>697,493</b>	<b>697,493</b>	<b>697,493</b>



**FUND: NARCOTICS FORFEITURE FUND****FUND/DEPARTMENT #: 007-170****DEPARTMENT: N/A****OVERVIEW**

The Narcotics Forfeiture fund was created to accumulate monies for drug enforcement activities and other drug related law enforcement programs using money acquired by asset forfeiture. The funds are restricted by statute and are used for legal fees, forfeiture costs, equipment, and special operations.

**DEPARTMENT OPERATIONAL OBJECTIVES**

- Provide tactical team safety equipment and training and support for special operations.

**BUDGET YEAR OBJECTIVES**

- Use funds as necessary to continue upgrading of entry team equipment, including upgraded new Taser's.
- Continue specialized training i.e. new marijuana laws.
- Support HIDTA (High Intensity Drug Trafficking Area) with narcotics K-9 and handler.
- Continued Drug Interdiction on I-5.
- Continue to work with DEA (Task Force Officer).
- Train new drug dog and handler.

**MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2014-2015**

- Standardized and upgraded entry team equipment.
- Continue to provide training in the following areas: hazardous operations, active shooter, hostage rescue, personal defense and barricaded subject.
- Provided drug interdiction training and equipment including specialized equipment for vehicle interdiction.
- Assist Drug Enforcement Association with assignment of a Task Force Officer to assist in joint investigations.

**City of Cottage Grove  
Fiscal Year 2015-16 Budget**

**007-170 NARCOTICS FORFEITURE FUND**

2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	DESCRIPTION	2015-16		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
188,311	158,859	216,000	41010 CARRYOVER	190,000	190,000	190,000
0	11,089	0	46200 DRUG FORFEITURES	0	0	0
867	846	600	53200 INTEREST REVENUE	600	600	600
27,603	67,399	1,000	54060 MISCELLANEOUS REVENUE	0	0	0
216,781	238,192	217,600	TOTAL REVENUE	190,600	190,600	190,600
EXPENDITURES						
PERSONNEL SERVICES						
789	0	10,500	61110 OVERTIME	10,500	10,500	10,500
23	0	455	62010 WORKERS COMPENSATION	500	500	500
4	0	100	62020 UNEMPLOYMENT	100	100	100
59	0	910	62030 FICA	900	900	900
1	0	20	63010 LIFE INSURANCE	20	20	20
159	0	2,225	63020 RETIREMENT	1,855	1,855	1,855
3	0	100	63030 DISABILITY INSURANCE	100	100	100
179	0	2,050	63040 HEALTH INSURANCE	2,050	2,050	2,050
1,217	0	16,360	TOTAL PERSONNEL SERVICES	16,025	16,025	16,025
MATERIALS AND SERVICES						
258	0	5,000	73410 TACTICAL EQUIPMENT	5,000	5,000	5,000
2,425	0	2,600	74200 EDUCATION & REGISTRATION	4,000	4,000	4,000
1,786	0	1,800	74210 TRAVEL & SUBSISTENCE	3,000	3,000	3,000
1,116	0	15,000	74700 TACTICAL TRAINING	15,000	15,000	15,000
0	98	0	74710 INVESTIGATION EXPENSE	0	0	0
0	0	6,000	74720 INFORMANTS	6,000	6,000	6,000
0	2,689	10,000	74730 DRUG ENFORCEMENT EXPENSE	10,000	10,000	10,000
885	837	0	74740 DRUG FORFEITURE EXPENSE	0	0	0
289	0	2,000	74770 POLICE STORAGE FACILITY	2,000	2,000	2,000
1,130	3,040	0	79900 ADMINISTRATION CHARGES	1,425	1,425	1,425
7,888	6,664	42,400	TOTAL MATERIALS AND SERVICES	46,425	46,425	46,425
CAPITAL OUTLAY						
43,927	0	45,000	84000 MOTOR VEHICLES	45,000	45,000	45,000
2,870	11,121	40,000	84010 WORK EQUIPMENT	40,000	40,000	40,000
0	0	2,500	84040 RADIO EQUIPMENT	5,000	5,000	5,000
1,756	0	10,000	84060 TACTICAL EQUIPMENT	10,000	10,000	10,000
48,554	11,121	97,500	TOTAL CAPITAL OUTLAY	100,000	100,000	100,000
DEBT SERVICE						
0	233	235	90110 PRINCIPAL - PERS UAL	245	245	245
0	1,146	1,195	90111 INTEREST - PERS UAL	1,265	1,265	1,265
0	0	10	90115 TRUSTEE FEE - PERS UAL	10	10	10
0	1,379	1,440	TOTAL DEBT SERVICE	1,520	1,520	1,520
1,296	0	0	90217 TRANSFER TO DEBT SERVICE	0	0	0
0	0	59,900	99000 CONTINGENCY	26,630	26,630	26,630
157,826	219,028	0	99020 ENDING BALANCE	0	0	0
216,781	238,192	217,600	TOTAL EXPENDITURES	190,600	190,600	190,600

**DEPARTMENT: BICYCLE AND FOOTPATH****OVERVIEW**

The function of the Bicycle and Footpath Fund is to provide for the operational and capital improvement needs of the City's bicycle and footpaths. Revenue for the fund is derived from at least 1% of the State gasoline tax received by the City, and additional revenue is occasionally provided from other City funds for special projects. Labor for the operational activities of the fund are provided by the City's Public Works crew, and Capital Improvement projects are accomplished by the City's field crew and general contractors whose work is administered by engineering staff.

**OPERATIONAL OBJECTIVES**

- Perform mowing and brush control along all off-street bike paths.
- Perform annual re-striping of on-street bike lanes.
- Perform repairs on bike/pedestrian system.

**BUDGET YEAR OBJECTIVES**

- Assist with the installation of a crosswalk near the intersection of Row River Road and Jim Wright Way.
- Continue to maintain and ensure functionality of the bicycle/pedestrian system.
- Maintain BLM's portion of the Row River Trail.

**MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2014-15**

- Purchased a blower to keep pedestrian/bike trails free of debris.
- Performed mowing and brush control along all off-street bike paths.
- Performed annual re-striping of all on-street bike lanes.

**DID YOU KNOW?**

Currently, the City's bicycle and footpath system consists of:

- 5.7 Miles of off-street pedestrian/bike trails
- 4.6 Miles of on-street bike lanes
- 0.5 Miles of off-street pedestrian trails
- 3 Pedestrian/Bicycle only bridges (Chambers bridge, Centennial bridge & Swinging bridge)

**City of Cottage Grove  
Fiscal Year 2015-16 Budget**

**011-110 BICYCLE & FOOTPATH FUND**

2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	DESCRIPTION	2015-16		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
25,277	26,356	21,690	41010 CARRYOVER	45,755	45,755	45,755
5,337	5,587	5,125	51020 STATE HIGHWAY APPORTIONMENT	5,240	5,240	5,240
136	112	75	53200 INTEREST INCOME	50	50	50
0	2,500	27,500	54095 BLM ROW RIVER TRAIL MAINTENANCE	15,000	15,000	15,000
0	0	70,000	54097 ODOT ROW RIVER ROAD CROSSWALK	70,000	70,000	70,000
19,300	19,300	33,000	55003 TRANSFER FROM STREET FUND	19,300	19,300	19,300
50,050	53,856	157,390	TOTAL REVENUE	155,345	155,345	155,345
EXPENDITURES						
MATERIALS AND SERVICES						
0	490	2,000	71000 CONTRACTUAL SERVICES	2,000	2,000	2,000
0	0	6,900	71540 FUEL & LUBRICANTS	6,000	6,000	6,000
0	0	4,530	71710 EQUIPMENT MAINTENANCE & REPAIR	4,500	4,500	4,500
170	675	355	79900 ADMINISTRATION CHARGES	1,085	1,085	1,085
0	0	13,600	79910 ENGINEERING FEES	13,600	13,600	13,600
170	1,165	27,385	TOTAL MATERIALS AND SERVICES	27,185	27,185	27,185
CAPITAL OUTLAY						
4,224	5,880	93,450	83000 BUILDINGS & IMPROVEMENTS	94,000	94,000	94,000
0	6,492	7,500	84010 WORK EQUIPMENT	0	0	0
4,224	12,372	100,950	TOTAL CAPITAL OUTLAY	94,000	94,000	94,000
DEBT SERVICE						
19,300	19,300	19,300	90110 INTRAFUND LOAN PRINCIPAL PAYMENT	19,300	19,300	19,300
0	0	8,600	90201 TRANSFER TO GENERAL FUND	9,000	9,000	9,000
0	0	1,155	99000 CONTINGENCY	5,860	5,860	5,860
26,356	21,019	0	99020 ENDING BALANCE	0	0	0
50,050	53,856	157,390	TOTAL EXPENDITURES	155,345	155,345	155,345

**FUND: BUILDING INSPECTION PROGRAM****FUND/DEPARTMENT #: 013-130****DEPARTMENT:****OVERVIEW**

The Building Inspection Program of the Community Development Department has its own fund as required by Oregon State statute. The Building Inspection Program is responsible for comprehensive building inspection and fire/life safety plan review services including code interpretation and enforcement for all adopted codes in the development community. These critical functions include state mandated permit issuance, plan review, and inspection for Structural, Fire, Electrical, Mechanical, Plumbing, and Manufactured Dwelling. Work is also carried out to implement the Residential Dwelling Code and the Abatement of Dangerous Buildings. All functions are performed by certified staff as required by statute for each code. The program is provided through a contract with the Building Department, LLC, under the direction of the Community Development Director.

**OPERATIONAL OBJECTIVES**

- Provide building inspection program services in a timely, efficient consistent and accurate manner.
- Provide daily building inspection services, including electrical through the contract provider.
- Coordinate Fire Marshal activities with South Lane County Fire and Rescue District and State Fire Marshal.
- Keep updated and educated on changes to State statutes, administrative rules, and uniform codes as they relate to the development industry.
- Undertake the code enforcement activities related to building and nuisance programs.

**BUDGET YEAR OBJECTIVES**

- Continue to implement and monitor the State of Oregon “e-permit” program for all building inspection activities.
- Ensure that only costs directly related to the building inspections are assigned to this fund.
- Closely monitor the building industry as it relates to this fund.
- Maintain an average turnaround time for building permits of ten working days or less for new single family and duplex dwellings.

**MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2014-15**

- Continued on-going administrative and user training for the “ePermit” program.
- Providing assistance to property owners and contractors in the use of the “ePermit” program.
- Reviewed performance and level of service provided by 3<sup>rd</sup> Party contractor. Request for Proposals was issued and two submissions were evaluated. As a result a new 3<sup>rd</sup> Party Contractor was selected.
- Effective March 1<sup>st</sup> we have been in transition as with the new 3<sup>rd</sup> party contractor.

**NO SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2014-15**

#### FULL-TIME EQUIVALENT POSITIONS

Position	Adopted 2011-12	Adopted 2012-13	Adopted 2013-14	Adopted 2014-15	Proposed 2015-16
Community Development Dir.	0.20	0.20	0.10	0.10	0.10
Planning Technician	-	-	-	-	-
Permit Specialist	0.75	0.75	-	-	-
Building Official	-	-	-	-	-
Administrative Assistant CD	-	-	0.45	0.45	0.45
Clerical Assistant	0.75	-	-	-	-
	1.70	0.95	0.55	0.55	0.55



#### DID YOU KNOW?

**ePermitting** is the web based link to building in Cottage Grove. ePermitting allows a full line of building permitting services developed by Accela who operates and maintains the program in partnership with Oregon Building Codes Division.

**Contractors** can register for ePermitting, get trained on how to use the system, and log into their ePermitting accounts to apply for permits, pay for permits, request inspections, and track permit activity.

**Property Owners** can access the web site, look up permits that have been issued through ePermitting, and may obtain an ePermitting account to request inspections once a permit has been issued. At this time property owners are not able to apply for a permit on line.

The **ePermitting** web site is found at: <http://www.oregon-epermitting.info/>.



## PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	<i>Actual Figures</i>			
<i>Closely monitor fund due Building Industry uncertainty</i>	Comparison of value for all permits issued by <b>calendar year</b> in millions of dollars	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
		<b>\$ 6.86</b>	<b>\$12.91</b>	<b>\$8.83</b>	<b>\$6.43</b>
	Percent Change previous year	64.1%	53.1%	-31.6%	-27.2%

<i>Strategy</i>	<i>Measure</i>	<i>Actual Figures</i>			
<i>Provide Services to meet state regarding building inspection and fire/life safety requirements</i>	Permits Monitored	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
	<b>Residential Structural</b>	<b>25</b>	<b>45</b>	<b>55</b>	<b>45</b>
	<b><u>includes</u></b>				
	Additions & Alterations	3	28	45	43
	New Single Family Dwelling	8	5	5	2
	New Duplex	1	0	0	0
	Repair – including Fire Damage	1	5	5	0
	Replacement	1	7	0	0
	<b>Residential-Public Works</b>	<b>4</b>	<b>12</b>	<b>10</b>	<b>10</b>
	<b>Residential -Plumbing</b>	<b>19</b>	<b>31</b>	<b>69</b>	<b>88</b>
	<b>Residential-Mechanical</b>	<b>40</b>	<b>66</b>	<b>89</b>	<b>103</b>
	<b>Residential-Manuf. Dwelling</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Residential-Electrical</b>	<b>64</b>	<b>112</b>	<b>59</b>	<b>109</b>
	<b>Residential-Demolition</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>
	<b>Commercial Structural</b>	<b>36</b>	<b>35</b>	<b>17</b>	<b>41</b>
	<b>Commercial-Site Develop.</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>1</b>
	<b>Commercial- Public Works</b>	<b>2</b>	<b>4</b>	<b>1</b>	<b>2</b>
	<b>Commercial-Plumbing</b>	<b>5</b>	<b>10</b>	<b>19</b>	<b>17</b>
	<b>Commercial- Mechanical</b>	<b>10</b>	<b>15</b>	<b>21</b>	<b>18</b>
	<b>Commercial-Fire System</b>	<b>2</b>	<b>5</b>	<b>4</b>	<b>6</b>
	<b>Commercial-Electrical</b>	<b>51</b>	<b>66</b>	<b>52</b>	<b>62</b>
	<b>Commercial -Demolition</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>
	<b>Signs</b>	<b>9</b>	<b>9</b>	<b>8</b>	<b>4</b>
<b>Total Permits</b>		<b>256</b>	<b>367</b>	<b>460</b>	<b>549</b>

**City of Cottage Grove  
Fiscal Year 2015-16 Budget**

**013-000 BUILDING INSPECTION PROGRAM FUND**

2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	DESCRIPTION	2015-16		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
574	6,139	7,000	41010 CARRYOVER	0	0	0
160,953	133,185	160,000	45210 BUILDING INSPECTION FEES	160,000	160,000	160,000
16,156	14,370	20,000	45211 BLDG. PERMIT STATE SURCHARGE	20,000	20,000	20,000
44,464	45,051	100,000	45212 CONSTRUCTION EXCISE TAX	100,000	100,000	100,000
9,566	7,976	10,000	45213 TECHNOLOGY FEE	10,000	10,000	10,000
22,780	25,765	25,000	45220 ELECTRICAL INSPECTION FEES	25,000	25,000	25,000
0	0	0	45221 ELECTRICAL BULK LABELS	200	200	200
253,918	226,347	315,000	TOTAL PERMIT REVENUE	315,200	315,200	315,200
93	207	0	53200 INTEREST INCOME	0	0	0
132	0	0	54060 MISCELLANEOUS REVENUE	0	0	0
0	20,825	15,630	55001 TRANSFER FROM GENERAL FUND	3,080	3,080	3,080
254,717	253,518	337,630	TOTAL REVENUE	318,280	318,280	318,280
EXPENDITURES						
PERSONNEL SERVICES						
8,633	8,647	8,950	60300 COMMUNITY DEVELOPMENT DIR. .10 FTE	9,100	9,100	9,100
0	19,137	20,040	60410 ADMINISTRATIVE AIDE - CD .45 FTE	20,245	20,245	20,245
11,351	0	0	60425 PERMIT SPECIALIST	0	0	0
283	0	0	61100 OVERTIME PAY	0	0	0
60	87	105	62010 WORKERS' COMPENSATION	120	120	120
166	192	250	62020 UNEMPLOYMENT	175	175	175
1,533	2,108	2,510	62030 FICA	2,545	2,545	2,545
8	23	30	63010 LIFE INSURANCE	30	30	30
1,811	4,057	5,000	63020 RETIREMENT	5,180	5,180	5,180
49	138	200	63030 DISABILITY INSURANCE	205	205	205
3,129	9,360	9,760	63040 HEALTH INSURANCE	10,335	10,335	10,335
27,022	43,750	46,845	TOTAL PERSONNEL SERVICES	47,935	47,935	47,935
MATERIALS AND SERVICES						
1,147	1,885	2,250	70400 INSURANCE AND BONDS	3,000	3,000	3,000
656	637	1,000	71520 TELEPHONE	1,000	1,000	1,000
108	112	110	71560 COMMUNICATIONS SERVICE	150	150	150
64	71	200	71600 POSTAGE	200	200	200
263	1,549	2,000	72000 COMPUTER PROGRAM & SUPPLIES	2,165	2,165	2,165
295	52	500	72010 OFFICE SUPPLIES	500	500	500
0	0	150	72030 BOOKS, MAPS & PERIODICALS	300	300	300
0	0	3,000	72050 COMPUTER EQUIPMENT	1,500	1,500	1,500
0	0	100	72100 MINOR EQUIPMENT & TOOLS	100	100	100
10,329	2,757	100	73600 MISCELLANEOUS SUPPLIES	100	100	100
0	0	200	74210 TRAVEL & SUBSISTENCE	150	150	150
120,604	100,611	125,000	74600 BUILDING INSPECTION SERVICES	125,000	125,000	125,000
11,193	19,186	20,000	74610 BLDG. INSP. STATE SURCHARGE	20,000	20,000	20,000
16,145	18,677	18,750	74620 ELECTRICAL INSP. SERVICES	18,750	18,750	18,750
39,922	42,778	96,000	74630 SCHOOL CONSTRUCTION EXCISE TAX	96,000	96,000	96,000
19,400	19,943	19,675	79900 ADMINISTRATIVE FEE	0	0	0
220,126	208,258	289,035	TOTAL MATERIALS AND SERVICES	268,915	268,915	268,915

**City of Cottage Grove  
Fiscal Year 2015-16 Budget**

**013-000 BUILDING INSPECTION PROGRAM FUND**

2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET			2015-16 PROPOSED	APPROVED	ADOPTED
			DESCRIPTION				
			DEBT SERVICE				
0	219	220	90110 PRINCIPAL - PERS UAL		230	230	230
0	1,076	1,120	90111 INTEREST - PERS UAL		1,190	1,190	1,190
0	0	10	90115 TRUSTEE FEE - PERS		10	10	10
0	1,296	1,350	TOTAL DEBT SERVICE		1,430	1,430	1,430
1,218	0	0	90217 TRANSFER TO DEBT SERVICE		0		
0	0	0	99000 CONTINGENCY		0	0	0
0	0	0	99010 UNAPPROPRIATED FUND BALANCE		0	0	0
6,350	215	0	99020 ENDING BALANCE		0	0	0
<b>254,717</b>	<b>253,518</b>	<b>337,230</b>	<b>TOTAL EXPENDITURES</b>		<b>318,280</b>	<b>318,280</b>	<b>318,280</b>



**FUND: SPECIAL REVENUE****FUND/DEPARTMENT #: 020-120****DEPARTMENT: HOUSING REHABILITATION****OVERVIEW**

The Housing Rehabilitation fund accounts for loans made, payments received, and expenses incurred for Community Development Block Grants (CDBG) related rehabilitation of owner occupied single family dwellings. The City is a member of the Lane Regional Housing Rehabilitation (LRHR) consortium of which St. Vincent DePaul is the non-profit administrator of the program.

**DEPARTMENT OPERATIONAL OBJECTIVES**

- Continue participation and coordination on the Lane Regional Housing Rehabilitation consortium board, and policy committee.
- Participate in preparation of policies and guidelines in conjunction with HUD and Oregon Housing and Community Services Department on use of de-federalized money.

**BUDGET YEAR OBJECTIVES**

- Continue to maintain compliance with HUD and OHCSO requirements.
- Participate with other members to promote the rehabilitation program.
- Participate with other members to oversee the administration of the program.
- Transfer loan funds to our non-profit administrator (St. Vincent DePaul for use in the rehabilitation housing program in Cottage Grove. Once loaned this will defederalize the funds.

**City of Cottage Grove  
Fiscal Year 2015-16 Budget**

**020-120 HOUSING REHAB. LOAN FUND**

2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	DESCRIPTION	2015-16		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
446,789	449,126	451,125	41010 CARRYOVER	452,000	452,000	452,000
2,337	1,840	2,000	53200 INTEREST REVENUE	1,840	1,840	1,840
449,126	450,966	453,125	TOTAL REVENUE	453,840	453,840	453,840
EXPENDITURES						
MATERIALS AND SERVICES						
0	0	10,000	71000 CONTRACTUAL SERVICES	10,000	10,000	10,000
0	0	443,025	77600 CDBG LOANS	421,290	421,290	421,290
0	0	100	79900 CONTINGENCY	0	0	0
0	0	453,125	TOTAL MATERIALS AND SERVICES	431,290	431,290	431,290
			90201 TRANSFER TO GENERAL FUND	22,550	22,550	22,550
449,126	450,966	0	99020 ENDING BALANCE	0	0	0
449,126	450,966	453,125	TOTAL EXPENDITURES	453,840	453,840	453,840