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## BOARDS AND COMMISSIONS

The City operates on a Council/Manager form of government. The City Council sets policy and provides direction to an appointed City Manager that directs the staff and carries out the day-to-day administration of the City. (See Organizational Chart)

The City Council depends on the Planning Commission and other Advisory Boards for advice and input and in the case of the Planning Commission to render judgments in land-use applications. The following is a brief outline of the City Council, Commission, and Budget Committee.

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### City Council

The City Council consists of a mayor and six councilors who are elected to serve for overlapping four-year terms. Four are elected from wards, with two councilors elected at large. City Council meetings are held on the second and fourth Mondays of each month. The Mayor presides over Council meetings and frequently represents the City in a ceremonial capacity. The only requirements for serving on the Council are that you be a registered voter and that you have lived inside the city limits for at least the preceding twelve months.

The City Council is responsible for identifying needs and problems in the community. The Council adopts city laws, ordinances, and revises them as needed, approves contracts, agreements and purchases in excess of \$50,000. Council members also serve on the Budget Committee and participate in the annual budget process. They decide how city revenues should be raised, how much will be spent, and for what purposes.

The City Council also acts in the capacity of the Urban Renewal Agency. They adopt the budget for the agency as well.

Members of the City Council are:

Gary Williams, Mayor  
Diane Conrad  
Jeff Gowing  
Wayne Clark

Tom Munroe, Council President  
Heather Murphy  
Mike Fleck

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## PLANNING COMMISSION

The Planning Commission meets monthly for a Work Session on the second Wednesday and for the Regular Meeting on the third Wednesday of each month at 7:30 p.m., in the City Hall Council Chambers, located at 400 E. Main Street. The Commission is a seven-member, City Council appointed body, that takes action and makes recommendations to the City Council on a variety of current and long-range land use matters. Five of the seven members must live within the City. Commissioners serve a four-year term of appointment.

It is the responsibility of the Commission to make recommendations to the City Council on all legislative land-use matters as well as policy considerations relating to planning and development within the City.

Planning Commission members are:

George Devine, Chair	Jeremie Eckstine
Michael LaBorde, Vice-Chair	JoAnn Gray
Larry Nichols	Lindsey Hasekell
Michael Cowan	Mindy Roberts
Savannah Crawford	

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## HISTORIC LANDMARK COMMISSION

The Historic Landmark Commission is a five (or more) member City Council appointed body that reviews applications for alteration or destruction of historic landmarks within the City of Cottage Grove. They also assist staff in developing an annual work plan aimed at fostering and furthering historic preservation. Members serve a three-year term of appointment and meet on an as-needed basis. The City Council makes every effort to appoint persons with experience in historic preservation, architectural history, and history or a related field.

Historic Landmark Commission members are:

Alice Christianson, Chair	Lloyd Williams, Vice Chair
Marie Longfellow	Marston Morgan
David McClean	

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## URBAN FORESTRY COMMITTEE

The Urban Forestry Citizens Advisory Committee was created in 1994 by the City Council and given the task to assist in the development of an urban forestry plan for the City. They make recommendations to the City Council regarding urban forestry; seek grants to improve the quality of the urban forest. Since the Committee's inception, Cottage Grove has been named Tree City, USA for 15 years and holds an annual Arbor Day observance. Annual tree and bulb plantings are held and currently, in partnership with the Cottage Grove High School, an inventory of publicly owned trees has been conducted.

Urban Forestry Citizens Advisory Committee members are:

Dave Cunningham	John Hogan
Julie Knurowski	Susan Johnson
Wayne Kleckner	

Volunteer Coordinator, Teresa Cowan  
Public Works Rep., Russ Kaleese

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## PARKING ADVISORY COMMISSION

The Downtown Parking Advisory Commission is a seven member commission appointed by the City Council to advise them on all matters relating to parking in the downtown area. The members of the Commission must own property within the downtown parking district to serve.

Parking Advisory Commission Members are:

Al Schweitzer, Schweitzer's Men's Apparel	Gene Gillett, Cascade Home Center
Mindy Roberts, Shoestrings	Michael Iannuzzo, Heritage Studio
Rob Scoggin, Homestead Furniture	Stacy Soloman, Stacy's Covered
Su Rosenthal, The Brothel	Bridge Restaurant

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## AUDIT COMMITTEE

The Audit Committee meets on a very limited basis to review the Comprehensive Annual Financial Report (CAFR) prepared by an outside auditing firm. The Committee after reviewing the annual audit document with the auditors recommends action to the City Council regarding the audit.

Audit Committee Members are:

Karen Winters  
Ralph Zeller  
Wayne Clark

Mike Fleck  
Robert Ball

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## BUDGET COMMITTEE

The Budget Committee consists of the Mayor and members of the City Council and an equal number of citizens at large. The citizens are appointed by the City Council and serve terms of three years. Terms are staggered so that approximately one-third of the appointed terms end each year. The Budget Committee only meets as necessary during the budget adoption process.

Citizen Budget Committee Members are:

Amy Callahan  
Ivan Del Sol  
Michael LaBorde  
Victoria Doyle

Erik Johnson  
Lindsey Haskell  
Ralph Zeller

Council Members are:

Gary Williams, Mayor  
Diane Conrad  
Jeff Gowing  
Wayne Clark

Tom Munroe, Council President  
Heather Murphy  
Mike Fleck

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## GLOSSARY

### **Actual**

Actual, as used throughout the various summaries, represents the actual costs of operation. This category is presented on a budgetary basis, and thus excludes depreciation and amortization and includes principal payments on debt.

### **Ad Valorem Tax**

A tax based on the assessed value of a property.

### **Adopted Budget**

Adopted, as used in the various summaries within the budget document, represents the final budget approved by the City Council. Adopted budget becomes effective July 1<sup>st</sup>. Subsequent to adoption, the Council may make changes throughout the year.

### **Approved Budget**

Approved, as used in the various summaries, represents the proposed budget with any changes if made by the Budget Committee.

### **Appropriations**

Legal authorization granted by the City Council to spend public funds. Appropriations within each department may not be exceeded.

### **Assessed Valuation**

The value set on taxable property as a basis for levying property taxes. A tax initiative passed in 1997 that reduced assessed value below real market value and set a 3% maximum annual growth rate in the assessed value, exclusive of certain improvements.

### **Assets**

Resources having a monetary value and that are owned or held by the City.

### **Beginning Balance**

The beginning balance is the residual non-restricted funds brought forward from the previous financial year (ending balance).

### **Bond or Bond Issue**

Bonds are debt instruments that require repayment of a specified principal amount on a certain date (maturity date), together with

interest at a stated rate or according to a formula for determining the interest rate.

### **Budget**

A budget is a plan of financial operation representing an estimate of proposed expenditures and the means of financing them.

### **Budget Calendar**

The schedule of important dates and timelines which the city follows in the preparation and adoption of the budget.

### **Budget Committee**

A group comprised of the elected officials plus an equal number of interested citizens for the purpose of reviewing the proposed budget and recommending changes leading to an approved budget.

### **Budget Document**

A written report outlining the City's comprehensive financial plan for all funds and departments for a specified fiscal year.

### **Budget Message**

Written explanation of the budget and the City's financial priorities for the next fiscal year; prepared by the City Manager/Budget Officer.

### **Capital Improvement**

A term defined in the ORS 310.410 (10) to include land, structures, facilities, machinery, equipment, or furnishings having a useful life of longer than one year.

### **Capital Outlay**

Includes the purchase of land, the purchase or construction of buildings, structures, and facilities of all types, plus machinery and equipment. It includes expenditures that result in the acquisition or addition of a fixed asset or increase the capacity, efficiency, span of life, or economy of operating as an existing fixed asset. For an item to qualify as a capital outlay expenditure it must meet all of the following requirements: 1) have an estimated useful life of more than one year; 2) typically have a unit cost of \$5,000 or more; and 3) be a betterment or improvement. Replacement of a capital item

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is classified as capital outlay under the same rules as the original purchase. Replacement or repair parts are classified under materials and services.

**Capital Projects Fund**

Created to account for financial resources to be used for the acquisition or construction of major capital facilities, such as the purchase of land and the construction of a building.

**Carryover**

Amount of resources available for use at the beginning of the fiscal year.

**Charges for Service**

Includes a wide variety of fees charged for services provided to the public and other agencies.

**Comprehensive Annual Financial Report**

The annual audited results of the City's financial position and activity.

**Comprehensive Plan**

An official statement of the goals, objectives and physical plan for the development of the city. Contains narrative of goals, objectives, policies that describe the desired form, nature and rate of city development.

**Consumer Price Index**

A statistical description of price levels provided by the U. S. Department of Labor. The index is used as a measure of the increase in the cost of living.

**Contingency**

A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted. Contingency may be appropriated for a specific purpose by the City Council upon the approval of a resolution.

**Debt Service**

Interest and principal on outstanding bonds and loans due and payable during the fiscal year.

**Debt Service Fund**

Established to account for the accumulation of resources and for the payment of general long-term debt principle and interest that are not services by the Enterprise funds. It does not

include contractual obligations accounted for in the individual funds.

**Department**

The combination of various functions of the City headed by a department manager with a specific and unique set of responsibilities and objectives.

**Depreciation**

Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of physical elements, inadequacy or obsolescence.

**Employee Benefits**

Contributions made by the city to meet commitments or obligations for employee-related expenses. Included is the city's share of costs for social security and the various pension, medical, long-term death and disability, and life insurance plans.

**Encumbrance**

Amount of money committed and set aside, but not yet expended, for the purchases of specific goods or services.

**Ending Balance**

The residual non-restricted funds that are spendable or available for appropriation at the end of the fiscal year.

**Enterprise Funds**

Established to account for operations that are financed and operated similarly to private businesses, where the intention is such that the service is self-sufficient, with all costs supported predominantly by user charges.

**Expenditures**

Represents decreases in net financial resources. They include current operating expenses, which require the current or future use of net current assets, debt services, and capital outlays.

**Fees**

Charges for specific services levied by the city in connection with providing a service, permitting an activity, or imposing a fine or penalty.

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**Fiduciary Fund**

A trust fund set up to account for a private donation to the City for a specific purpose for which the principal amount cannot be spent.

**Fiscal Year**

A twelve-month period designated as the operating year for accounting and budgeting purposes. The City's fiscal year is July 1<sup>st</sup> through June 30<sup>th</sup>.

**Fixed Assets**

Includes equipment, vehicles, furniture and fixtures, computer hardware, with a cost basis in excess of \$5,000.

**Franchise Fee**

Charged to all utilities operating within the City and is a reimbursement to the general fund for the utility's use of City streets and right-of-ways.

**Full-Time Equivalent**

A calculation used to convert part-time hours to equivalent full-time positions. Full-time employee salaries are based on 2,080 hours per year. The full-time equivalent of a part-time employee is calculated by dividing the number of hours budgeted by 2,080.

**Fund**

A fiscal and accounting entity with a self-balancing set of accounts. Records cash and other financial resources together with all related liabilities and residual equities or balances and changes therein. These are segregated for purpose of carrying out specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

**Fund Balance**

The balance of net financial resources that is spendable or available for appropriation.

**General Fund**

Primary operating fund of the City. It exists to account for the resources devoted to finance the services traditionally associated with local government. Included in these services are police protection, building maintenance, parks, library, general administration, and any other activity for which a special fund has not been created.

**General Obligation Bonds (G.O. Bonds)**

Bonds secured by the full faith and credit of the issuer. G.O. bonds issued by local units of government are secured by a pledge of the issuer's property taxing power. They are usually issued to pay for general capital improvements.

**Grant**

A contribution by one government unit to another. The contribution is usually made to aid in the support of a specified function, i.e. Planning or capital projects.

**Infrastructure**

Public domain fixed assets such as roads, streets, sidewalks and similar assets that are immovable.

**Interfund Transfers**

Appropriation category used in the City's budget resolution which includes amounts distributed from one fund to pay for services provided by another fund.

**Intergovernmental Revenues**

Levied by one government but shared on a predetermined bases with another government or class of governments.

**Levy**

Gross amount of property taxes imposed on taxable property. The net amount received by the city will be less than the gross levy as a result of delinquent or uncollectible payments or early payment discounts. Budgets are developed on the basis of the projected amount or property taxes receivable.

**Line Item Budget**

The traditional form of budget, where proposed appropriations are based on individual objects of expense within a department.

**Local Budget Law**

Oregon Revised Statutes (ORS) dictates local budgeting practices. ORS Chapter 294 contains Local Budget Law provisions.

**Local Improvement District**

Consists of property owners desiring improvements to their property. Bonds are issued to finance these improvements, which are repaid by assessments on their property.

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Local Improvement District debt is paid for by a compulsory levy (special assessment) made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefiting primarily those properties.

#### **Local Option Levy**

Under Measure 50, cities and special districts were given the ability to ask voters for temporary authority to increase taxes through approval of a local option levy. The maximum length of time for a local option levy is 10 years, depending on the purpose of the levy. A local option levy must be approved by a majority of voters at general election with a 50% voter turnout.

#### **Materials and Services**

Expendable items purchased for delivery and city services. This classification includes supplies, repair and replacement parts, small tools, and maintenance and repair materials that are not of a capital nature.

#### **Measure 5**

A constitutional limit on property taxes passed by voters in the State of Oregon in November 1990. The new law sets a maximum \$10 tax rate on individual properties for the aggregate of all non-school taxing jurisdictions. Schools' maximum rate is limited to \$15 in FY 1991-92 with a phased in reduction to \$5.00 in FY 1995-96.

#### **Measure 50**

A 1997 voter approved initiative which rolled back assessed values to 90 percent of their levels in fiscal year 1995-96 and limits future annual increases to three percent, except for major improvements. Tax rates are now fixed and not subject to change. Voters may approve local initiatives above the fixed rates provided a majority approves at either 1) a general election in an even numbered year; or 2) at any other election in which at least 50 percent of registered voters cast a ballot.

#### **Non-Operating Budget**

Part of the budget composed of the following items: interfund transfers, reserves, contingencies, and debt service payments.

#### **Objectives**

Something to be accomplished in specific, well-defined and measurable terms, and that is achievable within a specific time frames.

#### **Operating Budget**

The plan for current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of the city are controlled.

#### **Operating Revenue**

Funds that the City receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings and grant revenues. Operating revenues are used to pay for day-to-day services.

#### **Ordinance**

A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or a constitutional provision, it has the full force and effect of the law within the boundaries of the municipality to which it applies.

#### **Outstanding Debt**

The balance due at any given time resulting from the borrowing of money or from the purchase of goods and services.

#### **Performance Measure**

Data collected to determine how effective or efficient a program is in achieving its objectives.

#### **Permanent Tax Rate**

Under Measure 50, each school district, local government, and special district was assigned a permanent tax rate limit in fiscal year 1998. This permanent rate applies to property taxes for operations. The permanent tax rate for the City of Cottage Grove is \$7.2087 per \$1,000 of assessed value.

#### **Personal Services**

Includes the salaries and wages paid to employees plus the City's contribution for employment taxes, and fringe benefits.



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**Program**

A group of activities that seek to accomplish one objective.

**Property Tax**

Based according to assessed value of property and is used as the source of monies to pay general obligation debt and to support the general fund. Property taxes are billed and collected by Lane County Department of Assessment and Tax.

**Proposed Budget**

Combined operating, non-operating, and resource estimates prepared by the City Manager/Budget Officer and submitted to the public and the Budget Committee for review and approval.

**Real Market Value**

The estimated value of property is sold. Within Cottage Grove the average real market value exceeds the assessed value by 53%. This disparity is the result of voter approved tax initiative Measure 50 passed in 1997.

**Requirements**

The outlay of or obligation to pay cash including contingencies and unappropriated ending cash. Total requirements (expenditures) must equal total resources (revenues) for each fund.

**Reserve Fund**

Established to accumulate resources from one fiscal year to another for a specific purpose.

**Resolution**

A special or temporary order of a legislative body requiring City Council action.

**Resources**

Total of revenues, interfund transfers in and beginning fund balance.

**Retained Earnings**

An equity account that reflects the accumulated earning of an enterprise or internal service fund.

**Revenue**

Funds received by the City from either tax or non-tax sources.

**Revenue Bonds**

Bonds payable from a specific source of revenue, which does not pledge the taxing authority of the issuer. Pledged revenues may be derived from operation of the financed project, grants, excise or other specified non-property tax.

**Serial Levy**

A uniform tax levy for two or more years, which is outside the tax base.

**Special Assessment**

A compulsory levy made against certain properties to defray all or part of the cost of a capital improvement or service deemed to benefit primarily those properties.

**Special Revenue Fund**

Established to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

**Supplemental Budget**

Appropriations established to meet needs not anticipated at the time the budget was originally adopted. A supplemental budget cannot increase the tax levy.

**System Development Charges**

Charges paid by developers and builders to fund expansion of infrastructure systems necessary due to increased usage. Such charges are collected for water, wastewater, storm drains Streets, and parks and are paid as part of the permit process.

**Taxes**

Compulsory charges levied by the city for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges, such as water service.

**Tax Levy**

The total amount of property taxes needed to pay for General Fund operations and for principal and interest on bonds.

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**Tax Rate**

The amount of tax levied for each \$1,000 of assessed valuation.

**Tax Revenue**

Includes property taxes, room tax.

**Tax Roll**

The official list showing the amount of taxes levied against each property.

**Transfers**

The authorized exchange of cash or other resources between funds.

**Trust Funds**

Established to administer resources received and held by the City as the trustee or agent for others. Uses of these funds facilitate the discharge of responsibility placed upon the City by virtue of law or other similar authority.

**Unappropriated Ending Fund Balance**

An account which records a portion of the fund balance. It must be segregated for future use and is not available for current appropriation or expenditure.

**Unreserved Fund Balance**

The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

**User Fees**

The fee charged for services to the party or parties who directly benefit. They are also called "Charges for Service".

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## ACRONYMS/ABBREVIATIONS

### A

ADA	Americans with Disabilities Act
APA	American Planning Association
AV	Assessed Value

### B

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### C

CAFR	Comprehensive Annual Financial Report
CD	Community Development
CDBG	Community Development Block Grant
CIPN	Capital Improvement Plan Needs
CLC's	Cite in Lieu of Custody
COLA	Cost of Living Adjustment
CPI	Consumer Price Index

### D

DEL	Delivery
DEQ	Department of Environmental Quality
DLCD	Department of Land Conservation and Development
DUII	Driving under the influence of intoxicants
DYS	Department of Youth Services

### E

EPA	Environmental Protection Agency
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### F

FASB	Financial Accounting Standards Board
FD	Fire Department
FEL	Felony
FICA	Federal Insurance Contributions Act (Social Security)
FTE	Full-time Equivalent
FY	Fiscal Year

### G

GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officer's Association
GIS	Geographic Information System

### H

HUD	Housing and Urban Development
HWY	Highway

### I

IAMP	Interchange Area Management Plan
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### J

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### K

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### L

L#'s	Log Numbers
LCDC	Land Conservation and Development Commission
LID	Local Improvement District
LLC	Limited Liability Company
LRAPA	Lane Regional Air Pollution Authority
LRHR	Lane Regional Housing Rehabilitation
LUBA	Land Use Board of Appeals

### M

MAV	Maximum Assessed Value
MFG	Manufacturing
MIP	Minor in Possession
MISD	Misdemeanor
MJ	Marijuana

### N

NIMS	National Incident Management System
NPDES	National Pollutant Discharge Eliminating System

### O

ODOT	Oregon Department of Transportation
OECDD	Oregon Economic and Community Development Department
OHCS	Oregon Housing and Community Services Department
OR	Oregon
ORS	Oregon Revised Statutes

### P

PERS	Public Employees Retirement System
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## Q

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## R

RMV Real Market Value  
RRWD Row River Water District

## S

SDC'S System Development Charges  
SHPO State Historic Preservation Office  
SO South  
SLCFR South Lane County Fire and Rescue District  
SRO School Resource Officer

## T

TGM Transportation Growth Management  
TMDL Total Maximum Daily Load

## U-V-W

UGB Urban Growth Boundary  
WTP Water Treatment Plant  
WWTP Wastewater Treatment Plant

## X-Y-Z

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## RESOLUTION NO. 1750

A RESOLUTION ADOPTING THE 2010-2011 BUDGET, MAKING APPROPRIATIONS AND IMPOSING AND CATEGORIZING AD VALOREM TAXES.

### ADOPTING THE BUDGET

BE IT RESOLVED that the City Council of the City of Cottage Grove hereby adopts the budget for fiscal year 2010-2011 in the sum of \$22,647,217 now on file at City Hall.

### MAKING APPROPRIATIONS

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2010 and for the purposes shown below are hereby appropriated as follows:

General Fund		Street Fund Continued	
City Manager	243,930	Transfer to Bicycle Path Fund	19,300
City Attorney	55,025	Transfer to Debt Service Fund	83,590
Community Development	1,001,140	Contingency	<u>95,115</u>
City Council	32,310	Total	992,070
Community Center	135,545		
Municipal Court	93,160	Assessment Fund	
Municipal Court Support Services	52,465		
Police Operations	2,102,000	Materials & Services	148,515
Youth Peer Court	23,750	Capital Outlay	<u>928,205</u>
Parks	301,075	Total	1,076,720
Building Maintenance	147,315		
Community Promotions	125,000	Police Communications Fund	
Engineering	237,850	Support Services	369,035
Broadband Services	324,045	911 Services	233,029
Finance	296,245	Contingency	2,000
Library	331,325	Transfer to Debt Service Fund	<u>9,263</u>
Non-Departmental	93,600	Total	613,327
Debt Service	131,925		
Transfer to Debt Service	104,920	Industrial Park Operations Fund	
Transfer to Police		Materials & Services	51,700
Communications Fund	388,495	Debt Service	168,500
Transfer to General Reserve	130,000	Contingency	<u>461,240</u>
Contingency	<u>274,519</u>		
Total	6,625,639	Total	681,440
Water Fund			
Water Distribution	759,035	Storm Drain Utility Fund	
Water Production	519,090	Personal Services	194,855
Water Non-Departmental	149,445	Materials & Services	42,850
Transfer to Debt Service Fund	13,000	Contingency	36,070
Transfer to Water Reserve Fund	50,000	Transfer to Debt Service Fund	<u>2,135</u>
Contingency	<u>187,725</u>	Total	275,910
Total	1,678,295		
Street Fund		Bicycle and Footpath Fund	
Street Maintenance	454,985	Materials & Services	8,495
Street Sweeping	131,060	Capital Outlay	8,000
Street Improvements/Capital Purchases	131,100	Debt Service	19,300
Street Non-Departmental	76,920	Contingency	<u>955</u>
		Total	36,750

Building Inspection Program Fund	
Personal Services	55,395
Materials & Services	264,530
Transfer to Debt Service Fund	1,150
Contingency	<u>20,265</u>
Total	341,340

Debt Service Fund	
Debt Service	2,209,725
Contingency	<u>3,590</u>
Total	2,213,315

Wastewater Fund	
Wastewater Collection	347,965
Wastewater Treatment Plant	500,265
Middlefield Golf Course	464,765
Wastewater Non-Departmental	175,920
Transfer to Debt Service Fund	111,335
Transfer to Wastewater Reserve Fund	50,000
Contingency	<u>198,520</u>
Total	1,848,770

Special Trusts Fund	
Materials & Services	995
Capital Outlay	<u>5,625</u>
Totals	6,620

Small Business Loan Fund	
Materials and Services	<u>259,560</u>
Total	259,560

Housing Rehabilitation Loan Fund	
Materials & Services	<u>444,135</u>
Total	444,135

General Reserve Fund	
Materials & Services	4,500
Capital Outlay	125,500
Transfer to Debt Service Fund	<u>26,920</u>
Total	156,920

Water Reserve Fund	
Materials & Services	166,875
Capital Outlay	141,250
Transfer to Debt Service Fund	1,054,250
Contingency	<u>122,970</u>
Total	1,485,345

Wastewater Reserve Fund	
Materials & Services	18,500
Transfer to Debt Service Fund	738,300
Contingency	<u>70,545</u>
Total	827,345

Storm Drain Reserve Fund	
Materials & Services	64,100
Capital Outlay	339,900
Transfer to Debt Service Fund	63,670
Contingency	<u>382,625</u>
Total	850,295

Narcotics Forfeiture Fund	
Personal Services	15,955
Materials & Services	48,355
Capital Outlay	37,500
Transfer to Debt Service Fund	1,225
Contingency	<u>90,015</u>
Total	193,050

Water Systems Development Fund	
Materials & Services	9,185
Capital Outlay	<u>17,860</u>
Total	27,045

Street Systems Development Fund	
Materials & Services	183,210
Capital Outlay	<u>301,150</u>
Total	484,360

Wastewater Systems Development Fund	
Materials & Services	16,855
Capital Outlay	<u>236,320</u>
Total	253,175

Storm Drain Systems Development Fund	
Materials & Services	53,495
Capital Outlay	<u>472,300</u>
Total	525,795

Parks Systems Development Fund	
Materials & Services	1,265
Capital Outlay	<u>85,245</u>
Total	86,510

**Total Appropriations 21,983,731**

Non-appropriated Budget Requirements	
General Fund	423,270
Special Trusts Fund	3,000
Industrial Park Fund - Reserved for Future Expenditure	40,796
Wastewater Reserve Fund - Reserved for Future Expenditure	<u>196,420</u>
Total	663,486

**Total Requirements 22,647,217**

### IMPOSING THE TAX

BE IT FURTHER RESOLVED that the City Council for the City of Cottage Grove hereby imposes the taxes provided for in the adopted budget at the rate of \$7.2087 per \$1,000 of assessed value for operations, and that these taxes are hereby imposed and categorized for tax year 2010-2011 upon the assessed value of all taxable property within the City as follows:

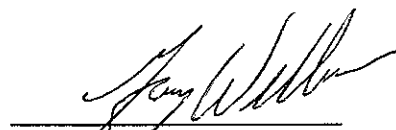
### CATEGORIZING THE TAX

General Government Limitation	Excluded from Limitation
General Fund . . . . . \$7.2087/\$1,000	
Local Option Levy . . . . . \$0/\$1,000	
Debt Service Fund . . . . .	\$ 0

BE IT FURTHER RESOLVED that this resolution shall be effective immediately upon its passage.

PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR THIS 28th DAY OF JUNE, 2010.

  
Richard Meyers, City Manager

  
Gary Williams, Mayor  
Dated: 6-28-10





*COTTAGE GROVE  
URBAN RENEWAL AGENCY*

*ANNUAL BUDGET*

*FISCAL YEAR 2010-11*



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## **COTTAGE GROVE URBAN RENEWAL AGENCY**

### **BUDGET COMMITTEE MEMBERS**

#### **Elected**

##### **Mayor**

Gary Williams

##### **Councilors**

Wayne Clark  
Diane Conrad  
Mike Fleck  
Jeff Gowing  
Thomas Munroe  
Heather Murphy

#### **Appointed**

##### **Members**

Amy Callahan  
Ivan Del Sol  
Victoria Doyle  
Lindsey Haskell  
Michael LaBorde  
Eric Johnson  
Ralph Zeller

##### **Budget Officer**

City Manager

Richard Meyers

##### **Department Heads**

Community Services Director  
Police Chief  
Finance Director  
Community Development Director  
Public Works Director

Pete Barrell  
Mike Grover  
Roberta McClintock  
Howard Schesser  
Jan Wellman

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**FUND: URBAN RENEWAL****FUND/DEPARTMENT #: 27-00****DEPARTMENT: TAX INCREMENT FUND****OVERVIEW**

The function of the Urban Renewal Agency is to raise tax increment funds for the purpose of improving the health, safety, welfare and economics of the Urban Renewal District area.

In order to accomplish its goals, the District is authorized to receive tax increment funds and to incur debt for the following purposes:

- Acquire lands for economic development and public improvements.
- Provide infrastructure to support the District's rehabilitation.
- Develop park properties.
- Enhance and develop the District's beautification.
- Establish a revolving business loan fund to aid businesses within the District.
- Develop a public-private partnership in commercial, recreational and cultural developments.

Engineering and contract administrative services for Urban Renewal District projects are managed primarily by the City of Cottage Grove's Engineering Department.

**BUDGET YEAR OBJECTIVES**

- The objective of the Urban Renewal District is to receive tax increment dollars to pay the debt service on loans borrowed to undertake capital projects within the district.
- No new Tax Increment has been collected since 2004-05. Sufficient Tax Increment has been collected to pay maximum debt established by the Urban Renewal Plan.
- Return unused increment to Lane County Assessment and Tax for distribution to appropriate jurisdictions.
- This fund is being closed this year as no funds can be used above maximum indebtedness.

**Cottage Grove Urban Renewal Agency  
Fiscal Year 2010-11 Budget**

**27-00 URBAN RENEWAL DISTRICT FUND**

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	DESCRIPTION	2010-11		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
1,137,413	1,189,985	1,211,650	41010 CARRYOVER	10,000	10,000	10,000
PROPERTY TAXES						
0	0	0	42010 CURRENT PROPERTY TAX	0	0	0
0	0	0	42012 DELINQUENT PROPERTY TAX	0	0	0
0	0	0	42013 IN LIEU OF TAX	0	0	0
0	0	0	TOTAL PROPERTY TAXES	0	0	0
52,572	23,045	6,000	53200 INTEREST REVENUE	0	0	0
0	0	0	53210 INTEREST FROM TAXES	0	0	0
1,189,985	1,213,030	1,217,650	TOTAL REVENUE	10,000	10,000	10,000
EXPENDITURES						
0	0	659,665	79940 TAX INCREMENT REFUND	10,000	10,000	10,000
DEBT SERVICE						
0	0	507,985	90110 LOAN PRINCIPAL PAYMENT	0	0	0
0	0	50,000	90111 LOAN INTEREST PAYMENT	0	0	0
0	0	557,985	TOTAL DEBT SERVICE	0	0	0
0	0	0	99000 CONTINGENCY	0	0	0
0	0	0	99010 UNAPPROPRIATED FUND BALANCE	0	0	0
1,189,985	1,213,030	0	99020 ENDING BALANCE	0	0	0
1,189,985	1,213,030	0	TOTAL CONTINGENCY/OTHER	0	0	0
1,189,985	1,213,030	1,217,650	TOTAL EXPENDITURES	10,000	10,000	10,000

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**FUND: URBAN RENEWAL****FUND/DEPARTMENT #: 12-00****DEPARTMENT: ROW RIVER URD CAPITAL PROJECTS****OVERVIEW**

The function of the Urban Renewal Agency is to raise tax increment funds for the purpose of improving the health, safety, welfare and economics of the Urban Renewal District area.

In order to accomplish its goals, the District is authorized to receive tax increment funds and to incur debt for the following purposes:

- Acquire lands for economic development and public improvements.
- Provide infrastructure to support the District's rehabilitation.
- Develop park properties.
- Enhance and develop the District's beautification.
- Establish a revolving business loan fund to aid businesses within the District.
- Develop a public-private partnership in commercial, recreational and cultural developments.

Engineering and contract administrative services for Urban Renewal District projects are managed primarily by the City of Cottage Grove's Engineering Department.

**BUDGET YEAR OBJECTIVES**

The objective of the Urban Renewal District is to receive tax increment dollars to pay the debt service on loans borrowed to undertake capital projects within the district. The capital improvement projects that will be undertaken are as follows:

- Replace waterline from Mosby Creed Road to the City's water reservoirs.
- Construct traffic signals at the following intersections:
  - a. Row River Road/Thornton Road
  - b. Mosby Creek Road/Thornton Road

**SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2009-10**

- There are no significant changes this fiscal year.

**Cottage Grove Urban Renewal Agency  
Fiscal Year 2010-11 Budget**

**12-00 ROW RIVER URD CAPITAL PROJECTS**

			2010-11			
2007-08 ACTUAL	20008-09 ACTUAL	2009-10 BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
REVENUE						
782,125	816,899	237,090	41010 CARRYOVER	707,403	707,403	707,403
36,137	15,590	10,300	53200 INTEREST REVENUE	900	900	900
0	0	565,445	54400 BOND SALE/LOAN PROCEEDS	0	0	0
818,262	832,489	812,835	TOTAL REVENUE	708,303	708,303	708,303
EXPENDITURES						
MATERIALS AND SERVICES						
0	0	500	70030 ADVERTISING	500	500	500
0	0	0	70100 AUDIT EXPENSE	0	0	0
0	0	42,100	71000 CONTRACTUAL SERVICES	39,500	39,500	39,500
0	0	250	73600 MISC. SUPPLIES & EXPENSE	0	0	0
1,363	415	110	79900 ADMIN FEE	35	35	35
0	0	59,825	79910 ENGINEERING SERVICE FEES	71,385	71,385	71,385
0	600,000	0	79940 TAX INCREMENT REFUND	0	0	0
1,363	600,415	102,785	TOTAL MATERIALS AND SERVICES	111,420	111,420	111,420
0	0	710,050	83000 BUILDINGS & IMPROVEMENTS	596,883	596,883	596,883
0	0	0	99000 CONTINGENCY	0	0	0
816,899	232,074	0	99020 ENDING BALANCE	0	0	0
816,899	232,074	0	TOTAL CONTINGENCY/OTHER	0	0	0
818,262	832,489	812,835	TOTAL EXPENDITURES	708,303	708,303	708,303
2,008,247	2,045,519	2,030,485	TOTAL URBAN RENEWAL AGENCY	718,303	718,303	708,303

