

**CITY OF COTTAGE GROVE**

**SPECIAL REVENUE FUNDS BUDGET SUMMARY**

<b>FUND/DEPARTMENT</b>	<b>FY2004-05 ACTUAL</b>	<b>FY2005-06 ACTUAL</b>	<b>FY2006-07 ACTUAL</b>	<b>FY2007-08 BUDGET</b>	<b>FY2008-09 BUDGET</b>
Street Fund					
Street Maintenance	340,128	374,067	421,212	463,557	404,055
Street Sweeping	56,054	54,235	56,630	65,674	68,850
Capital Improvements/Purchases	769,015	889,279	1,113,353	555,806	82,340
Non-Departmental	<u>1,156,422</u>	<u>897,395</u>	<u>154,993</u>	<u>157,355</u>	<u>124,410</u>
Total Street Fund	2,321,619	2,214,976	1,746,188	1,242,392	679,655
Assessment Fund	231,994	132,611	139,197	145,200	149,800
Police Communications Fund					
Support Services	266,787	280,178	303,138	345,640	359,685
911 Services	157,630	138,128	195,412	238,330	237,202
Non-Departmental	<u>99,441</u>	<u>75,363</u>	<u>136,669</u>	<u>10,004</u>	<u>10,265</u>
Total Police Communications Fund	523,858	493,669	635,219	593,974	607,152
Bicycle & Footpath Fund	22,289	103,044	23,649	1,459,633	1,498,930
Building Inspection Program Fund	298,242	473,580	357,050	329,750	304,033
Small Business Loan Fund	28,097	8,430	8,871	9,150	9,575
Housing Rehabilitation Fund	565,327	573,179	412,983	422,825	440,840
Narcotics Forfeiture Fund	275,053	269,409	286,395	269,000	216,300
<b>Total Special Revenue Funds</b>	<b>4,266,479</b>	<b>4,268,898</b>	<b>3,609,552</b>	<b>4,471,924</b>	<b>3,906,285</b>



**City of Cottage Grove  
Fiscal Year 2008-09 Budget**

**03-00 STREET FUND  
REVENUE**

<b>2005-06 ACTUAL</b>	<b>2006-07 ACTUAL</b>	<b>2007-08 BUDGET</b>	<b>DESCRIPTION</b>	<b>2008-09</b>		
				<b>PROPOSED</b>	<b>APPROVED</b>	<b>ADOPTED</b>
1,013,183	685,413	0	41010 CARRYOVER	41,800	41,800	41,800
340,979	326,942	479,233	42030 LOCAL GAS TAX	274,295	274,295	274,295
434,421	423,213	425,723	51020 STATE HIGHWAY APPORTIONMENT	352,560	352,560	352,560
150,318	76,227	80,391	51100 FEDERAL AID - URBAN	0	0	0
0	0	20,000	51120 FEDERAL GRANTS	0	0	0
128,689	128,569	0	51210 CITY/COUNTY ROAD PARTNERSHIP	0	0	0
78,135	17,848	20,000	51600 MISC. INTERGOVT. REV.	0	0	0
791,563	645,857	546,114	TOTAL INTERGOVERNMENTAL	352,560	352,560	352,560
23,021	13,639	10,000	53200 INTEREST	1,000	1,000	1,000
214	0	0	54050 AUCTION PROCEEDS	0	0	0
46,015	37,714	5,000	54060 MISCELLANEOUS REVENUE	10,000	10,000	10,000
0	0	25,000	54065 PROJECT ASSESSMENT	0	0	0
0	0	177,045	54400 LOAN PROCEEDS	0	0	0
46,229	37,714	207,045	TOTAL MISCELLANEOUS	10,000	10,000	10,000
<b>2,214,976</b>	<b>1,709,565</b>	<b>1,242,392</b>	<b>TOTAL REVENUE</b>	<b>679,655</b>	<b>679,655</b>	<b>679,655</b>

## CITY OF COTTAGE GROVE

**FUND:** STREET **FUND/DEPARTMENT #:** 03-01

**DEPARTMENT:** STREET MAINTENANCE

### **FUNCTIONS AND RESPONSIBILITIES**

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- Pavement management and restoration – sanding, sweeping, snow removal, structural repairs, crack sealing, street painting and striping.
- Unimproved Streets – annual grading and re-rocking, as needed, of City gravel streets.
- Traffic Control signs – Street sign maintenance including regulatory, warning, directional and street name signs.
- Traffic signal maintenance.
- Right-of-way maintenance – tree trimming and vegetation control in public right-of-way, barricades, bridge maintenance, sidewalk and curb repairs, and dead animal disposal.
- Street lighting.
- Row River Trail maintenance including vegetation control.

The Street Maintenance Department also provides some support for the State highways within the City. This support includes:

- a. Crosswalk and curb painting.
- b. Street sweeping on Highway 99 within the City limits.
- c. Power costs for the State-owned, operated and maintained traffic signals located on Highway 99 and on the C.G. Connector.

### **BUDGET YEAR OBJECTIVES**

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- Continue City-wide leaf pickup program.
- Continue tree branch pickup program.
- Perform annual grading of unimproved streets as needed.
- Be responsive to public safety needs such as sanding, snow removal, and surface maintenance.
- Replace and upgrade street signs.
- Re-stripe crosswalks, bike lanes, traffic lane striping, curb painting, pavement legends, etc.

- Perform bike route signing and delineation.
- Perform major preventive street maintenance program.
- Perform bike path maintenance.

### **SIGNIFICANT BUDGET CHANGES**

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- The expenditures in this fund are dependent upon the maintenance of the current local motor vehicle fuels tax.

### **PRIOR YEAR ACCOMPLISHMENTS**

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- Completed leaf pick-up program.
- Completed tree branch pick-up program.
- Performed annual grading and re-rocking of unimproved streets.
- Replaced and upgraded numerous street signs, including Middlefield Golf Course directional signs and the Chamber of Commerce sponsored Wine Tour Route signs.
- Re-stripped crosswalks, bike lanes, traffic lane striping, curb painting, pavement legends, etc.
- Performed preventive street maintenance.
- Performed bike path maintenance.

### **INDICATORS**

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The City's transportation system contains approximately:

- 45 miles of public streets
- 7 traffic signals
- 495 street lights
- 1,339 traffic signs
- 556 street name signs
- 4.6 miles of improved on-street bike lanes
- 5.7 miles of off-street bike trails
- 1 lighted crosswalk



**City of Cottage Grove  
Fiscal Year 2008-09 Budget**

**03 STREET FUND  
03-01 STREET MAINTENANCE**

			2008-09			
2005-06	2006-07	2007-08	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
ACTUAL	ACTUAL	BUDGET				
PERSONAL SERVICES						
19,363	8,397	18,344	60400 PUBLIC WORKS DIRECTOR - 0.25 FTE	19,670	19,670	19,670
9,077	9,664	10,416	60410 ADMINISTRATIVE AIDE - 0 FTE	0	0	0
7,216	7,611	8,384	60420 CLERICAL ASSISTANT - 0 FTE	0	0	0
0	10,553	10,708	60430 CITY ENGINEER - 0 FTE	0	0	0
11,308	12,113	12,750	60440 UTILITIES MAINT. SUPERVISOR - 0.20 FTE	13,020	13,020	13,020
11,984	12,420	12,917	60450 FLEET & FACILITIES MANAGER - 0.20 FTE	13,190	13,190	13,190
59,148	71,687	70,174	60480 UTILITY MAINTENANCE WORKERS - 1.75 FTE	73,535	73,535	73,535
35,205	36,494	26,880	61000 TEMPORARY WORKERS - 1.44 FTE	21,370	21,370	21,370
1,296	1,972	3,500	61100 OVERTIME	3,000	3,000	3,000
5,185	5,730	5,975	62010 WORKERS' COMPENSATION	5,855	5,855	5,855
642	301	688	62020 UNEMPLOYMENT	285	285	285
11,549	12,875	13,049	62030 FICA	10,770	10,770	10,770
186	207	209	63010 LIFE INSURANCE	165	165	165
24,930	26,802	24,627	63020 RETIREMENT	22,575	22,575	22,575
800	1,032	1,150	63030 DISABILITY INSURANCE	930	930	930
24,288	28,614	32,186	63040 HEALTH INSURANCE	32,540	32,540	32,540
222,176	246,472	251,957	TOTAL PERSONAL SERVICES	216,905	216,905	216,905
MATERIALS AND SERVICES						
8,026	12,978	15,000	71000 CONTRACTUAL SERVICES	20,000	20,000	20,000
0	0	0	71020 APPLICATION FEES	0	0	0
7,370	6,759	9,000	71500 ELECTRICITY	7,500	7,500	7,500
59,750	68,386	72,500	71510 STREET LIGHTING	65,000	65,000	65,000
5,634	8,411	7,000	71520 TELEPHONE	8,500	8,500	8,500
1,380	2,383	2,000	71530 NATURAL GAS	2,500	2,500	2,500
5,614	5,869	7,000	71540 FUEL & LUBRICANTS	8,500	8,500	8,500
572	578	600	71560 COMMUNICATIONS SERVICE	600	600	600
190	119	0	71600 POSTAGE	0	0	0
2,875	1,845	4,000	71700 BUILDING MAINT. & REPAIR	4,000	4,000	4,000
18,078	10,391	10,000	71710 EQUIPMENT MAINT. & REPAIR	10,500	10,500	10,500
2,966	3,635	6,500	71720 VEHICLE MAINT. & REPAIR	6,500	6,500	6,500
420	245	500	71730 RADIO MAINT. & REPAIR	250	250	250
8,714	11,921	14,000	71770 SIGN & SIGNAL MAINTENANCE	14,500	14,500	14,500
3,766	8,022	15,000	71780 STREET MAINTENANCE	15,000	15,000	15,000
2,474	8,162	3,000	72100 MINOR EQUIPMENT & TOOLS	3,000	3,000	3,000
624	1,988	4,000	72120 EQUIPMENT RENTAL & LEASE	4,000	4,000	4,000
16,862	12,831	22,000	72310 PAINT & PAINT SUPPLIES	2,500	2,500	2,500
183	270	1,000	72510 SAFETY EQUIPMENT	1,000	1,000	1,000
309	449	1,000	72600 CLEANING SUPPLIES	800	800	800
3,008	6,113	10,000	73000 SAND & GRAVEL	6,500	6,500	6,500
636	904	5,000	73010 ASPHALT & CONCRETE	3,500	3,500	3,500
2,358	2,481	2,500	73600 MISCELLANEOUS SUPPLIES	2,500	2,500	2,500
83	0	0	74210 TRAVEL & SUBSISTENCE	0	0	0
151,891	174,740	211,600	TOTAL MATERIALS AND SERVICES	187,150	187,150	187,150
374,067	421,212	463,557	TOTAL EXPENDITURES	404,055	404,055	404,055

## CITY OF COTTAGE GROVE

**FUND:**                      **STREET**                                      **FUND/DEPARTMENT #:**      **03-02**

**DEPARTMENT:**        **STREET SWEEPING**

### **FUNCTIONS AND RESPONSIBILITIES**

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- This budget provides for a full street sweeping program to be accomplished on the following planned schedule:

<u>Area</u>	<u>Approximate Sweeping Frequency</u>
Central Business District	2 times/week
Arterial & Major Collector Streets	1 to 2 times/week
Residential Streets	1 time/month
<i>(leaf season interrupts the above frequency)</i>	

- The Street Sweeping Department provides street cleaning for all public streets thereby reducing the amount of debris entering the City's storm drainage system. Clean streets are an indicator of community pride.
- Street sweeping service is provided for cleanup after community activities such as parades and other on-street activities that are attended by large numbers of people.
- In exchange for receiving and disposing of deceased animals picked up in the public street right-of-way, the City provides monthly parking lot sweeping service to the Forest Valley Veterinary Clinic.
- The Street Sweeping Department sweeps the streets shortly after the leaf pickup and tree branch chipping programs are performed by the City crew.
- Sweep improved Bike Paths three times per year.

### **BUDGET YEAR OBJECTIVES**

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Provide continued, full-street sweeping program that includes leaf pick-up, sweeping of all improved city streets within the City limits, and sweeping after special community events such as parades.

### **SIGNIFICANT BUDGET CHANGES**

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- Provide street sweeping services for all recently constructed streets resulting from new development.
- Provide additional leaf pickup on all recently constructed and annexed streets.
- The total expenditures in this fund are contingent upon the maintenance of the current local motor vehicle fuels tax.



## **PRIOR YEAR ACCOMPLISHMENTS**

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- Purchased a new, 2007 Elgin Eagle Dual F Model broom type street sweeper, on a lease-purchase basis, over a five year period.
- Performed full 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.

**City of Cottage Grove  
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**03 STREET FUND  
03-02 STREET SWEEPING**

<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>DESCRIPTION</b>	<b>2008-09</b>		
				<b>PROPOSED</b>	<b>APPROVED</b>	<b>ADOPTED</b>
			<b>PERSONAL SERVICES</b>			
1,803	1,931	2,082	60410 ADMINISTRATIVE AIDE - 0 FTE	0	0	0
2,996	3,105	3,229	60450 FLEET & FACILITIES MANAGER - 0.05 FTE	3,300	3,300	3,300
21,821	23,357	25,502	60480 UTILITY MAINTENANCE WORKER - 0.65 FTE	27,275	27,275	27,275
176	301	600	61100 OVERTIME	600	600	600
1,430	1,547	1,595	62010 WORKERS' COMPENSATION	1,825	1,825	1,825
108	53	123	62020 UNEMPLOYMENT	65	65	65
1,969	2,148	2,357	62030 FICA	2,340	2,340	2,340
51	51	51	63010 LIFE INSURANCE	50	50	50
5,966	6,312	5,804	63020 RETIREMENT	5,880	5,880	5,880
217	252	283	63030 DISABILITY INSURANCE	270	270	270
6,503	6,934	7,948	63040 HEALTH INSURANCE	11,645	11,645	11,645
43,040	45,991	49,574	TOTAL PERSONAL SERVICES	53,250	53,250	53,250
			<b>MATERIALS AND SERVICES</b>			
4,294	5,221	5,500	71540 FUEL & LUBRICANTS	7,500	7,500	7,500
0	0	500	71550 LANDFILL FEES	500	500	500
6,888	5,340	10,000	71710 EQUIP. MAINT. & REPAIR	7,500	7,500	7,500
0	0	0	71720 VEHICLE MAINT. & REPAIR	0	0	0
0	0	0	72010 OFFICE SUPPLIES	0	0	0
13	78	100	73600 MISCELLANEOUS SUPPLIES	100	100	100
11,195	10,639	16,100	TOTAL MATERIALS AND SERVICES	15,600	15,600	15,600
<b>54,235</b>	<b>56,630</b>	<b>65,674</b>	<b>TOTAL EXPENDITURES</b>	<b>68,850</b>	<b>68,850</b>	<b>68,850</b>

## **CITY OF COTTAGE GROVE**

**FUND:** STREET **FUND/DEPARTMENT #: 03-56**

**DEPARTMENT:** CAPITAL IMPROVEMENTS/PURCHASES

### **FUNCTIONS AND RESPONSIBILITIES**

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The Street Major Improvements/Capital Purchases Department accumulates financial reserves to perform major street improvement projects, perform contracted professional services and purchase capital equipment items for the City's street system.

### **BUDGET YEAR OBJECTIVES**

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- Provide funds for lease/purchase payments on three pieces of equipment, for the shop and street department, including a backhoe and street sweeper.
- Funds will be reserved for the future purchase of various service vehicles to be used in conducting street activities.
- Design a northbound right turn lane at the intersection of Gateway Boulevard and Cottage Grove Connector.
- Construct several small miscellaneous street improvements with City labor & equipment.

### **SIGNIFICANT BUDGET CHANGES**

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- The expenditures in this fund are contingent upon the maintenance of the current local motor vehicle fuels tax.

**City of Cottage Grove  
Fiscal Year 2008-09 Budget**

**03 STREET FUND  
03-56 CAPITAL IMPROVEMENTS/PURCHASES**

<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>		<b>2008-09</b>		
<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>DESCRIPTION</b>	<b>PROPOSED</b>	<b>APPROVED</b>	<b>ADOPTED</b>
			<b>MATERIALS AND SERVICES</b>			
6,476	0	0	71000 CONTRACTUAL SERVICES	1,200	1,200	1,200
124,788	0	44,026	79910 ENGINEERING SERVICE FEES	0	0	0
131,264	0	44,026	TOTAL MATERIALS AND SERVICES	1,200	1,200	1,200
			<b>CAPITAL OUTLAY</b>			
744,013	1,110,328	234,782	83000 BUILDINGS AND IMPROVEMENTS	47,090	47,090	47,090
9,163	0	207,953	84000 MOTOR VEHICLES	1,500	1,500	1,500
3,879	2,165	46,917	84010 WORK EQUIPMENT	32,550	32,550	32,550
960	860	500	84030 COMPUTER EQUIPMENT	0	0	0
758,015	1,113,353	490,152	TOTAL CAPITAL OUTLAY	81,140	81,140	81,140
<b>889,279</b>	<b>1,113,353</b>	<b>534,178</b>	<b>TOTAL EXPENDITURES</b>	<b>82,340</b>	<b>82,340</b>	<b>82,340</b>

## **CITY OF COTTAGE GROVE**

**FUND:** STREET **FUND/DEPARTMENT #:** 03-95

**DEPARTMENT:** NON-DEPARTMENTAL

### **FUNCTIONS AND RESPONSIBILITIES**

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The purpose of Street Non-Departmental 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.

### **BUDGET YEAR OBJECTIVES**

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To continue to support the activities of the Street Maintenance and Street Sweeping Departments

### **SIGNIFICANT BUDGET CHANGES**

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- Maintain the local gas tax at 3 cents per gallon.

### **PRIOR YEAR ACCOMPLISHMENTS**

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- Succeeded in supporting the activities of the Street Maintenance, Street Sweeping and Street Major Improvements/Capital Purchases Departments.

**City of Cottage Grove  
Fiscal Year 2008-09 Budget**

**03 STREET FUND  
03-95 NON-DEPARTMENTAL**

2005-06 ACTUAL	2006-07 ACTUAL	2007-08 BUDGET	DESCRIPTION	2008-09		
				PROPOSED	APPROVED	ADOPTED
			MATERIALS & SERVICES			
2,163	117	500	70030 ADVERTISING	300	300	300
2,411	3,354	3,556	70100 AUDIT EXPENSE	4,950	4,950	4,950
12,013	18,837	19,866	70400 INSURANCE & BONDS	15,915	15,915	15,915
0	0	200	71600 POSTAGE	200	200	200
959	1,162	1,500	72000 COMPUTER SUPPLIES & MAINT.	1,500	1,500	1,500
776	639	950	72010 OFFICE SUPPLIES	1,000	1,000	1,000
6	0	200	72030 BOOKS, MAPS & PERIODICALS	200	200	200
205	383	400	74100 PROFESSIONAL ASSOCIATION DUES	400	400	400
568	394	1,500	74200 EDUCATION & REGISTRATION FEES	1,500	1,500	1,500
297	301	700	74210 TRAVEL & SUBSISTENCE	700	700	700
455	389	700	74300 EMPLOYEE MEDICAL EXAMS & TESTS	900	900	900
50,177	68,704	68,817	79900 ADMINISTRATIVE FEE	0	0	0
20,000	20,000	20,000	79910 ENGINEERING SERVICE FEES	0	0	0
90,030	114,280	118,889	TOTAL MATERIALS & SERVICES	27,565	27,565	27,565
90,000	8,500	0	90211 TRANSFER TO BICYCLE PATH FUND	0	0	0
31,952	32,213	54,058	90217 TRANSFER TO DEBT SERVICE	73,075	73,075	73,075
121,952	40,713	54,058	TOTAL TRANSFERS	73,075	73,075	73,075
0	0	6,036	99000 CONTINGENCY	23,770	23,770	23,770
0	0	0	99012 RESERVE FOR FUTURE EXP.	0	0	0
685,413	0	0	99020 ENDING BALANCE	0	0	0
685,413	0	6,036	TOTAL CONTINGENCY/ENDING BAL.	23,770	23,770	23,770
<b>897,395</b>	<b>154,993</b>	<b>178,983</b>	<b>TOTAL EXPENDITURES</b>	<b>124,410</b>	<b>124,410</b>	<b>124,410</b>
<b>2,214,976</b>	<b>1,746,188</b>	<b>1,242,392</b>	<b>TOTAL STREET FUND EXPENDITURES</b>	<b>679,655</b>	<b>679,655</b>	<b>679,655</b>

## **CITY OF COTTAGE GROVE**

**FUND:           ASSESSMENT**

**FUND/DEPARTMENT #:     4**

### **FUNCTIONS AND RESPONSIBILITIES**

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

### **BUDGET YEAR OBJECTIVES**

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- Collect assessments for any completed local improvement districts (LID's).
- Provide funding for costs of any new LIDs that develop during the fiscal year.

### **SIGNIFICANT BUDGET CHANGES**

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- No significant budget changes are proposed in this fund.

### **PRIOR YEAR ACCOMPLISHMENTS**

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- Managed and accounted for collections of assessments.

**City of Cottage Grove  
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**04-00 ASSESSMENT FUND**

2005-06 ACTUAL	2006-07 ACTUAL	2007-08 BUDGET	DESCRIPTION	2008-09		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
95,058	132,347	138,400	41010 CARRYOVER	145,500	145,500	145,500
31,168	0	0	52010 PRINCIPAL - UNBONDED	0	0	0
1,666	0	0	53010 INTEREST - UNBONDED	0	0	0
32,834	0	0	TOTAL LID PRINCIPAL & INTEREST	0	0	0
4,719	6,850	6,800	53200 INTEREST INCOME	4,300	4,300	4,300
132,611	139,197	145,200	TOTAL REVENUE	149,800	149,800	149,800
EXPENDITURES						
MATERIALS AND SERVICES						
264	0	0	79900 ADMINISTRATIVE FEE	0	0	0
CAPITAL OUTLAY						
0	0	145,200	83000 BUILDINGS & IMPROVEMENTS	149,800	149,800	149,800
0	0	0	99010 UNAPPROPRIATED ENDING BAL.	0	0	0
132,347	139,197	0	99020 ENDING BALANCE	0	0	0
132,611	139,197	145,200	TOTAL EXPENDITURES	149,800	149,800	149,800



# CITY OF COTTAGE GROVE

FUND: POLICE COMMUNICATIONS

FUND/DEPARTMENT #: 6

DEPARTMENT: SUPPORT SERVICES/911 SERVICES

## FUNCTIONS AND RESPONSIBILITIES

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- Responsibility for emergency and routine communications involving the Cottage Grove Police Department and the 9-1-1 Public Safety Answering Point (PSAP) lies with Cottage Grove Police Communications. Other responsibilities 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 medical dispatch, the RUOK program, emergency communication with the hearing and speech impaired, and miscellaneous clerical tasks. This section operates on a 24-hour basis, seven days per week.

## BUDGET YEAR OBJECTIVES

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- To continue to provide service to the citizens of our community and the user agencies of Cottage Grove Police Communications.
- Continue to upgrade surveillance cameras; test and purchase new telephone logger (recorder)

## PRIOR YEAR ACCOMPLISHMENTS

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- Upgraded and expanded surveillance equipment for the jail, parking lot, finance and public works/planning.

## INDICATORS

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During 2007 there were 2,772 9-1-1 emergency calls directed to the agencies the center serves. Emergency service personnel responses received by Cottage Grove Police Communications are as follows:

911 CALL SUMMARY <u>Agency</u>	2006		2007	
	<u>9-1-1 Calls</u>	<u>% Use</u>	<u>9-1-1 Calls</u>	<u>% Used</u>
Cottage Grove Police Department	905	36.14%	949	34.25%
Lane County Sheriff's Office	99	3.95%	176	6.25%
Cottage Grove Ambulance	1349	53.87%	1496	54.00%
Cottage Grove/So Lane Rural FD	134	5.35%	126	4.55%
Central Lane 9-1-1	5	.20%	7	0.25%
Lorane Rural Fire District	0	.00%	0	0.00%
Douglas County 9-1-1	4	.16%	1	0.025%
Oregon Dept. of Forestry	8	.32%	6	0.25%
OSP	<u>0</u>	<u>0.00%</u>	<u>11</u>	<u>0.40%</u>
TOTAL:	2504	99.99%	2772	100.00%

During the 2007 calendar year, this section issued 2,534 case numbers.

**City of Cottage Grove  
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**06-00 POLICE COMMUNICATIONS FUND**

<b>2005-06 ACTUAL</b>	<b>2006-07 ACTUAL</b>	<b>2007-08 BUDGET</b>	<b>REVENUE DESCRIPTION</b>	<b>2008-09</b>		
				<b>PROPOSED</b>	<b>APPROVED</b>	<b>ADOPTED</b>
92,382	68,053	62,000	41010 CARRYOVER	84,800	84,800	84,800
			CHARGES FOR SERVICES			
25,257	29,944	31,371	45301 DISP SVS - GEN. FUND	29,589	29,589	29,589
25,257	29,944	31,371	TOTAL CHARGES FOR SERVICES	29,589	29,589	29,589
0	94,294	46,005	51030 911 SERVICE CONTRACT	51,677	51,677	51,677
82,446	89,217	108,236	51031 911 TELEPHONE TAX	99,782	99,782	99,782
0	60,620	51,386	51410 S LANE CO FIRE AND RES	50,009	50,009	50,009
	39	0	51420 LORANE RFPD	0	0	0
82,446	244,170	205,627	TOTAL INTERGOVERNMENTAL	201,468	201,468	201,468
1,502	2,297	500	53200 INTEREST INCOME	2,100	2,100	2,100
292,082	290,755	294,476	55001 TRANSFER FROM GEN. FUND	289,195	289,195	289,195
<b>493,669</b>	<b>635,219</b>	<b>593,974</b>	<b>TOTAL REVENUE</b>	<b>607,152</b>	<b>607,152</b>	<b>607,152</b>

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**06-38 SUPPORT SERVICES**

			EXPENDITURES	2008-09		
2005-06	2006-07	2007-08				
ACTUAL	ACTUAL	BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
PERSONAL SERVICES						
10,107	10,828	11,400	60500 POLICE CHIEF - .14 FTE	11,650	11,650	11,650
6,689	6,905	7,185	60510 POLICE COMMANDER - .10 FTE	7,400	7,400	7,400
13,888	14,573	14,750	60520 POLICE CORPORAL - .27 FTE	15,060	15,060	15,060
5,609	4,987	5,270	60540 ADMININISTRATIVE AIDE - .15 FTE	5,675	5,675	5,675
125,985	138,157	134,415	60551 COMMUNICATIONS SPECIALISTS - 3.35 FTE	139,770	139,770	139,770
0	0	3,350	61000 TEMPORARY WORKER - .09 FTE	3,500	3,500	3,500
15,003	15,666	19,880	61100 OVERTIME	20,750	20,750	20,750
4,627	4,363	6,120	61200 HOLIDAY PAY	6,400	6,400	6,400
1,708	1,712	2,655	62010 WORKERS' COMPENSATION	3,000	3,000	3,000
720	347	1,120	62020 UNEMPLOYMENT	550	550	550
13,714	14,788	17,505	62030 FICA	18,185	18,185	18,185
266	267	300	63010 LIFE INSURANCE	300	300	300
36,826	39,696	36,260	63020 RETIREMENT	37,650	37,650	37,650
1,138	1,343	1,585	63030 DISABILITY INSURANCE	1,585	1,585	1,585
38,343	40,040	59,360	63040 HEALTH INSURANCE	63,480	63,480	63,480
274,623	293,672	321,155	TOTAL PERSONAL SERVICES	334,955	334,955	334,955
MATERIALS AND SERVICES						
0	82	500	70900 PRINTING, BINDING & COPYING	500	500	500
330	2,539	10,000	71000 CONTRACTUAL SERVICES	10,000	10,000	10,000
0	0	100	71210 CLOTHING ALLOWANCE	100	100	100
0	0	0	71220 CLEANING ALLOWANCE	0	0	0
2,045	2,131	3,400	71520 TELEPHONE	3,500	3,500	3,500
39	528	300	71710 EQUIPMENT MAINT. & REPAIR	300	300	300
2,082	881	1,500	72000 COMPUTER SERVICE & SUPPLIES	1,500	1,500	1,500
811	761	825	72010 OFFICE SUPPLIES	850	850	850
37	229	260	72030 BOOKS, MAPS & PERIODICALS	280	280	280
138	447	500	73600 MISC. SUPPLIES & EXPENSE	500	500	500
73	0	100	74100 PROFESSIONAL ASSOC. DUES	100	100	100
0	0	575	74200 EDUCATION & REGISTRATION	600	600	600
0	0	575	74210 TRAVEL & SUBSISTENCE	600	600	600
0	195	600	74400 RECRUITMENT EXPENSE	600	600	600
5,555	7,793	19,235	TOTAL MATERIALS AND SERVICES	19,430	19,430	19,430
CAPITAL OUTLAY						
0	620	2,100	84010 WORK EQUIPMENT	2,150	2,150	2,150
0	1,053	1,050	84020 OFFICE FURNITURE & EQUIP.	1,050	1,050	1,050
0	0	2,100	84030 COMPUTER EQUIPMENT	2,100	2,100	2,100
0	1,673	5,250	TOTAL CAPITAL OUTLAY	5,300	5,300	5,300
280,178	303,138	345,640	TOTAL EXPENDITURES	359,685	359,685	359,685

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**06-91 911 SERVICES**

			EXPENDITURES	2008-09		
2005-06	2006-07	2007-08				
ACTUAL	BUDGET	BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
PERSONAL SERVICES						
4,594	4,922	5,180	60500 POLICE CHIEF .63 FTE	5,300	5,300	5,300
3,345	3,452	3,620	60510 POLICE COMMANDER - .05 FTE	3,675	3,675	3,675
6,945	7,274	7,380	60520 POLICE CORPORAL - .13 FTE	7,520	7,520	7,520
3,586	3,188	3,370	60540 ADMINISTRATIVE AIDE - .10	3,625	3,625	3,625
62,052	68,054	66,210	60551 COMMUNICATIONS SPECIALISTS - 1.65 FTE	68,850	68,850	68,850
0	0	1,650	61000 TEMPORARY WORKER - .04 FTE	1,725	1,725	1,725
7,315	7,727	9,380	61100 OVERTIME	9,785	9,785	9,785
2,020	2,151	3,060	61200 HOLIDAY PAY	3,200	3,200	3,200
834	837	1,350	62010 WORKERS' COMPENSATION	1,510	1,510	1,510
357	174	550	62020 UNEMPLOYMENT	260	260	260
6,774	7,322	8,635	62030 FICA	8,975	8,975	8,975
133	137	150	63010 LIFE INSURANCE	150	150	150
18,165	19,609	19,640	63020 RETIREMENT	20,400	20,400	20,400
564	669	790	63030 DISABILITY INSURANCE	790	790	790
18,925	19,644	29,460	63040 HEALTH INSURANCE	31,510	31,510	31,510
135,609	145,160	160,425	TOTAL PERSONAL SERVICES	167,275	167,275	167,275
MATERIALS AND SERVICES						
0	45,052	46,005	71000 CONTRACTUAL SERVICES	51,677	51,677	51,677
1,426	1,572	1,500	71520 TELEPHONE	1,800	1,800	1,800
240	760	10,000	71730 RADIO MAINT. & REPAIR	10,000	10,000	10,000
541	448	1,200	72000 COMPUTER SERVICE & SUPPLIES	1,200	1,200	1,200
277	540	850	72010 OFFICE SUPPLIES	850	850	850
0	115	150	72030 BOOKS, MAPS & PERIODICALS	150	150	150
0	119	200	73600 MISC. SUPPLIES & EXPENSE	200	200	200
35	0	100	74100 PROFESSIONAL ASSOCIATION DUES	100	100	100
0	0	600	74200 EDUCATION & REGISTRATION	600	600	600
0	0	600	74210 TRAVEL & SUBSISTENCE	600	600	600
0	97	600	74400 RECRUITMENT EXPENSE	600	600	600
2,519	48,703	61,805	TOTAL MATERIALS AND SERVICES	67,777	67,777	67,777
CAPITAL OUTLAY						
0	1,310	1,600	84010 WORK EQUIPMENT	1,650	1,650	1,650
0	239	0	84020 OFFICE FURNITURE & EQUIP.	0	0	0
0	0	14,500	84040 RADIO EQUIPMENT	500	500	500
0	1,549	16,100	TOTAL CAPITAL OUTLAY	2,150	2,150	2,150
138,128	195,412	238,330	TOTAL EXPENDITURES	237,202	237,202	237,202

**City of Cottage Grove  
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**06-95 NON-DEPARTMENTAL**

<b>2005-06 ACTUAL</b>	<b>2006-07 ACTUAL</b>	<b>2007-08 BUDGET</b>	<b>EXPENDITURES  DESCRIPTION</b>	<b>2008-09</b>		
				<b>PROPOSED</b>	<b>APPROVED</b>	<b>ADOPTED</b>
7,310	7,689	8,004	90217 TRANSFER TO DEBT SERVICE	8,265	8,265	8,265
0	0	2,000	99000 CONTINGENCY	2,000	2,000	2,000
68,053	128,980		99020 ENDING BALANCE			
<b>75,363</b>	<b>136,669</b>	<b>10,004</b>	<b>TOTAL EXPENDITURES</b>	<b>10,265</b>	<b>10,265</b>	<b>10,265</b>
<b>493,669</b>	<b>635,219</b>	<b>593,974</b>	<b>TOTAL POLICE COMMUNICATIONS</b>	<b>607,152</b>	<b>607,152</b>	<b>607,152</b>

## **CITY OF COTTAGE GROVE**

**FUND:**                      **BICYCLE AND FOOTPATH**                      **FUND/DEPARTMENT #: 11**

### **FUNCTIONS AND RESPONSIBILITIES**

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The function of the Bicycle and Footpath Fund is to provide for the operational and capital improvement needs of the City's bike paths. Revenue for the fund is derived from 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 the Engineering Department.

### **BUDGET YEAR OBJECTIVES**

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Because funding for bike purposes in Cottage Grove is limited, the Bicycle and Footpath program is likewise limited.

The primary objectives of the fund in FY 08-09 are:

- Perform mowing and brush control along all off-street bike paths.
- Perform annual re-striping of all on-street bike lanes.
- Stabilize and Preserve the Chamber's Railroad Covered Bridge as a pedestrian/bicycle crossing.

### **SIGNIFICANT BUDGET CHANGES**

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A significant amount of money (\$175,775) will need to be raised if the City of Cottage Grove is successful in obtaining a federal grant to preserve the Chamber's Railroad Covered Bridge.

### **PRIOR YEAR ACCOMPLISHMENTS**

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The following activity occurred in FY 07-08:

- Performed mowing and brush control along all off-street bike paths.
- Repaired (patched) several areas within the Cottage Grove bike paths.
- Performed annual re-striping of all on-street bike lanes.

### **INDICATORS**

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- 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

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**11-00 BICYCLE & FOOTPATH FUND**

2005-06 ACTUAL	2006-07 ACTUAL	2007-08 BUDGET	DESCRIPTION	2008-09		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
8,259	10,326	13,375	41010 CARRYOVER	4,120	4,120	4,120
4,388	4,275	4,257	51020 STATE HIGHWAY APPORTIONMENT	3,565	3,565	3,565
0	0	1,278,061	51130 STATE & LOCAL GRANTS	1,315,370	1,315,370	1,315,370
397	548	200	53200 INTEREST INCOME	100	100	100
90,000	8,500	0	55003 TRANSFER FROM STREET FUND	0	0	0
0	0	163,740	55024 TSFR FROM RR BRIDGE TRUST	175,775	175,775	175,775
103,044	23,649	1,459,633	TOTAL REVENUE	1,498,930	1,498,930	1,498,930
EXPENDITURES						
MATERIALS AND SERVICES						
0	0	369,274	71000 CONTRACTUAL SERVICES	380,055	380,055	380,055
453	1,122	7,417	79900 ADMINISTRATION CHARGES	1,185	1,185	1,185
10,000	1,238	28,475	79910 ENGINEERING FEES	29,320	29,320	29,320
10,453	2,360	405,166	TOTAL MATERIALS AND SERVICES	410,560	410,560	410,560
CAPITAL OUTLAY						
82,265	12,418	1,054,467	83000 BUILDINGS & IMPROVEMENTS	1,088,370	1,088,370	1,088,370
82,265	12,418	1,054,467	TOTAL CAPITAL OUTLAY	1,088,370	1,088,370	1,088,370
0	0	0	99000 CONTINGENCY	0	0	0
10,326	8,871	0	99020 ENDING BALANCE	0	0	0
103,044	23,649	1,459,633	TOTAL EXPENDITURES	1,498,930	1,498,930	1,498,930

# **CITY OF COTTAGE GROVE**

**FUND: BUILDING INSPECTION PROGRAM**

**FUND/DEPARTMENT #: 13**

## **FUNCTIONS AND RESPONSIBILITIES**

- Community Development is responsible for the Uniform Code Functions of the City that includes the interpretation, administration, implementation, and enforcement of the uniform codes. This fund accounts for those activities.
- Uniform Codes that the department administers are the Building code, Mechanical code, Plumbing code, Electrical code, Abatement of dangerous buildings code, and the Residential Dwelling Code.
- The department promotes and directs proper building techniques for the community health, safety and welfare.
- Maintains extensive contact with local, state and federal government agencies.

## **BUDGET YEAR OBJECTIVES**

- Provide building inspection program services in a timely, efficient, consistent and accurate manner.
- Provide daily building inspection services through our contract provider.
- Coordinate Fire Marshal activities with South Lane County Fire & Rescue District and State Fire Marshal.
- Only costs directly related to the building inspection program can be assigned to this fund.

## **PRIOR YEAR ACCOMPLISHMENTS**

- Maintained an average turn around time for building permits of less than two weeks for single family dwelling permits.
- Implemented the Citizen Serve permit tracking program.
- The Community Development Director and the City Planner have completed training for Fire & Life Safety Awareness I & II by the State Fire Marshal's office.

## **SIGNIFICANT BUDGET CHANGES**

The building inspection program as of April 1, 2008 has gone through a major adjustment with the laying off of the full time building inspector and having our contractor "The Building Dept. LLC" once again provide full building review and inspection services. The other personnel adjustment resulted in only funding the clerical assistant/permit specialist out of this fund. The personal services costs for the Community Development Director and the Administrative Assistant were removed from this fund. In order to balance the fund the Administrative Fee to the General Fund was also removed. If building activity increases the Administrative Fee will be charged. This fund is very dependent the building activity in our City.



## INDICATORS

Value of all construction building permits (in millions) issued by calendar year with percent change:

<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>
7.5	28.7	15.3	11.5	20.9	10.6	11.0
	26.13%	-46.7%	-24.8%	81.4%	-97.1%	3.77%

### Volume of permits from 2003 to 2007

TYPE	2003	2004	2005	2006	2007
Single Family Dwelling	18	33	71	42	21
Duplex	6	5	8	5	5
Multi-Family	3	0	0	1	0
Additions/Accessory	180	172	144	*	*
Garages/Carports	26	6	5	*	*
Other Residential	0	0	139	139	161
Manufactured Homes	21	8	1	*	*
New Commercial	5	3	4	0	3
Additions Commercial	29	25	2	***	*
Miscellaneous Commercial	45	59	79	***	*
Other Commercial	0	0	0	81	90
New Industrial	1	1	0	2	3
Additions/Alterations Industrial	0	1	0	0	4
Wood Stoves	5	7	0	**	**
House Moving	0	0	0	0	0
Signs	16	12	13	22	7
Mobile Homes	2	1	1	3	0
Demolition Permits	9	8	6	5	3
Electrical Permits (all types)	236	249	289	256	225
Manufactured Home Park	0	0	0	0	0
TOTALS	602	590	623	556	522

Notes:

\* Included w/ Single Fam Dwg

\*\*Included w/ other Residential

\*\*\*Included w/other Commercial

## STAFFING HISTORY

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>PROPOSED</u>
				<u>FTE</u>
Community Development Director	.20	.20	.20	0
Building Official	1	1	1	0
Administrative Aide	.61	.61	.61	0
Clerical Assistant	.10	.10	.80	.75
Temporary Worker	0	0	0	0
Total	1.91	1.91	2.61	.75

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**13-00 BUILDING INSPECTION PROGRAM FUND**

			2008-09			
2005-06 ACTUAL	2006-07 ACTUAL	2007-08 BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
REVENUE						
122,587	176,326	100,000	41010 CARRYOVER	0	0	0
222,050	131,039	150,000	45210 BUILDING INSPECTION FEES	160,000	160,000	160,000
14,807	8,666	15,000	45211 BLDG. PERMIT STATE SURCHARGE	16,750	16,750	16,750
0	0	100,000	45212 CONSTRUCTION EXCISE TAX	100,000	100,000	100,000
56,788	30,214	25,000	45220 ELECTRICAL INSPECTION FEES	25,000	25,000	25,000
60	100	250	45221 ELECTRICAL BULK LABELS	100	100	100
0	0	35,000	45222 FIRE MARSHAL SERVICES	0	0	0
293,705	170,019	325,250	TOTAL PERMIT REVENUE	301,850	301,850	301,850
7,233	10,705	4,500	53200 INTEREST INCOME	2,183	2,183	2,183
55	0	0	54060 MISCELLANEOUS REVENUE	0	0	0
50,000	0	0	54420 INTERFUND LOAN PROCEEDS	0	0	0
473,580	357,050	429,750	TOTAL REVENUE	304,033	304,033	304,033
EXPENDITURES						
PERSONAL SERVICES						
13,803	15,390	16,150	60300 COMMUNITY DEVELOPMENT DIR.	0	0	0
51,428	46,661	62,890	60330 BUILDING OFFICIAL	0	0	0
22,736	23,688	25,460	60410 ADMINISTRATIVE AIDE	0	0	0
2,887	22,846	25,010	60420 CLERICAL ASSISTANT - .75 FTE	25,630	25,630	25,630
340	639	510	62010 WORKERS' COMPENSATION	100	100	100
365	190	720	62020 UNEMPLOYMENT RESERVE	65	65	65
6,769	8,210	11,195	62030 FICA	1,965	1,965	1,965
131	157	190	63010 LIFE INSURANCE	55	55	55
15,755	15,592	17,950	63020 RETIREMENT	3,555	3,555	3,555
553	768	1,035	63030 DISABILITY INSURANCE	300	300	300
19,081	24,325	30,745	63040 HEALTH INSURANCE	8,810	8,810	8,810
133,848	158,466	191,855	TOTAL PERSONAL SERVICES	40,480	40,480	40,480
MATERIALS AND SERVICES						
0	0	0	70400 INSURANCE AND BONDS	1,730	1,730	1,730
464	1,652	600	71520 TELEPHONE	1,000	1,000	1,000
990	588	1,000	71540 FUEL & LUBRICANTS	0	0	0
100	96	600	71560 COMMUNICATIONS SERVICE	100	100	100
229	98	500	71600 POSTAGE	400	400	400
177	530	200	71720 VEHICLE MAINT. & REPAIR	0	0	0
3,203	35,423	20,000	72000 COMPUTER PROGRAM & SUPPLIES	10,000	10,000	10,000
513	972	600	72010 OFFICE SUPPLIES	600	600	600
178	0	500	72030 BOOKS, MAPS & PERIODICALS	300	300	300
0	0	2,000	72050 COMPUTER EQUIPMENT	2,000	2,000	2,000
0	0	100	72100 MINOR EQUIPMENT & TOOLS	100	100	100
181	884	500	73600 MISCELLANEOUS SUPPLIES	200	200	200
30	0	1,000	74100 PROFESSIONAL ASSOC. DUES	100	100	100
413	230	1,000	74200 EDUCATION & REGISTRATION	100	100	100
133	570	1,000	74210 TRAVEL & SUBSISTENCE	400	400	400
3,366	651	14,500	74600 BUILDING INSPECTION SERVICES	120,000	120,000	120,000
36,403	35,032	20,000	74610 BLDG. INSP. STATE SURCHARGE	16,750	16,750	16,750
38,758	24,595	20,000	74620 ELECTRICAL INSP. SERVICES	18,750	18,750	18,750
0	0	100,000	74630 SCHOOL CONSTRUCTION EXCISE TAX	90,000	90,000	90,000
0	17,445	17,600	79900 ADMINISTRATIVE FEE	0	0	0
0	0	30,000	79910 FIRE MARSHAL SERVICES	0	0	0
85,138	118,766	231,700	TOTAL MATERIALS AND SERVICES	262,530	262,530	262,530

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**13-00 BUILDING INSPECTION PROGRAM FUND**

<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>		<b>2008-09</b>		
<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>DESCRIPTION</b>	<b>PROPOSED</b>	<b>APPROVED</b>	<b>ADOPTED</b>
			CAPITAL OUTLAY			
2,000	0	0	84000 MOTOR VEHICLES	0	0	0
2,000	0	0	TOTAL CAPITAL OUTLAY	0	0	0
25,000	0	0	90120 INTERFUND LOAN PRINCIPAL	0	0	0
363	0	0	90121 INTERFUND LOAN INTEREST	0	0	0
905	952	991	90217 TRANSFER TO DEBT SERVICE	1,023	1,023	1,023
0	0	5,204	99000 CONTINGENCY	0	0	0
0	0	0	99010 UNAPPROPRIATED FUND BALANCE	0	0	0
226,326	78,866	0	99020 ENDING BALANCE	0	0	0
<b>473,580</b>	<b>357,050</b>	<b>429,750</b>	<b>TOTAL EXPENDITURES</b>	<b>304,033</b>	<b>304,033</b>	<b>304,033</b>

## **CITY OF COTTAGE GROVE**

**FUND: SMALL BUSINESS LOAN**

**FUND/DEPARTMENT #: 26**

### **FUNCTIONS AND RESPONSIBILITIES**

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- Account for small business loans.

### **BUDGET YEAR OBJECTIVES**

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- Loan applications may be taken this fiscal year in an effort to coordinate funds available through the Community Development Block Grant Microenterprise Assistance Grants.

### **SIGNIFICANT BUDGET CHANGES**

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- No significant budget changes are proposed in this fund.

### **PRIOR YEAR ACCOMPLISHMENTS**

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- There are no outstanding loans at this time.

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**26-00 SMALL BUSINESS LOAN FUND**

2005-06 ACTUAL	2006-07 ACTUAL	2007-08 BUDGET	DESCRIPTION	2008-09		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
8,097	8,430	8,800	41010 CARRYOVER	9,275	9,275	9,275
333	441	350	53200 INTEREST REVENUE	300	300	300
0	0	0	54060 MISCELLANEOUS REVENUE	0	0	0
0	0	0	54500 LOAN REPAYMENT PROCEEDS	0	0	0
8,430	8,871	9,150	TOTAL REVENUE	9,575	9,575	9,575
EXPENDITURES						
MATERIALS AND SERVICES						
0	0	50	73600 MISCELLANEOUS SUPPLIES/EXP.	50	50	50
0	0	9,100	77700 SMALL BUSINESS LOANS	9,525	9,525	9,525
0	0	0	79900 ADMIN FEE			
0	0	9,150	TOTAL MATERIALS AND SERVICES	9,575	9,575	9,575
0	0	0	90201 TRANSFER TO GENERAL FUND	0	0	0
0	0	0	99012 RESERVE FOR FUTURE EXP	0	0	0
8,430	8,871	0	99020 ENDING BALANCE	0	0	0
8,430	8,871	9,150	TOTAL EXPENDITURES	9,575	9,575	9,575

## **CITY OF COTTAGE GROVE**

**FUND: HOUSING REHABILITATION LOAN**

**FUND/DEPARTMENT #: 28**

### **FUNCTIONS AND RESPONSIBILITIES**

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- Accounts for loans made, payments received, and expenses incurred for Community Development Block Grants (CDBG) that makes monies available to low-income homeowners for the rehabilitation of their home.
- All open loans have now been transferred to the Lane County Regional Housing Rehabilitation consortium for administration, except for one loan that is in foreclosure proceedings.

### **BUDGET YEAR OBJECTIVES**

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- Continue participation and coordination on the Lane County Regional Housing Rehabilitation consortium board.
- Fund contractual services for preparation of yearly income program reports and other HUD required documentation by the consortium program administrator (St. Vincent dePaul).
- Participate in preparation of policies and guidelines in conjunction with HUD & Oregon Housing & Community Services Dept. on use of defederalized money.

### **PRIOR YEAR ACCOMPLISHMENTS**

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- Completed the HUD & ODECD required income program reports for the four loans for each year from 1999 to 2007.
- Participated in application process for Junction City to be awarded grant for rehabilitation housing and adding Junction City as a member of the consortium.

**City of Cottage Grove  
Fiscal Year 2008-09 Budget**

**28-00 HOUSING REHAB. LOAN FUND**

			2008-09			
2005-06 ACTUAL	2006-07 ACTUAL	2007-08 BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
REVENUE						
378,144	373,919	407,825	41010 CARRYOVER	428,000	428,000	428,000
180,282	18,978	0	51130 STATE & LOCAL GRANTS	0	0	0
14,753	20,086	15,000	53200 INTEREST REVENUE	12,840	12,840	12,840
0	0	0	54500 LOAN REPAYMENTS	0	0	0
573,179	412,983	422,825	TOTAL REVENUE	440,840	440,840	440,840
EXPENDITURES						
MATERIALS AND SERVICES						
0	0	10,000	71000 CONTRACTUAL SERVICES	10,000	10,000	10,000
199,260	0	0	77600 CDBG LOANS	0	0	0
0	0	1,000	79900 ADMIN FEE	100	100	100
199,260	0	11,000	TOTAL MATERIALS AND SERVICES	10,100	10,100	10,100
0	0	411,825	99000 CONTINGENCY	430,740	430,740	430,740
373,919	412,983	0	99020 ENDING BALANCE	0	0	0
573,179	412,983	422,825	TOTAL EXPENDITURES	440,840	440,840	440,840

## **CITY OF COTTAGE GROVE**

**FUND: NARCOTICS FORFEITURE FUND**

**FUND/DEPARTMENT #: 38**

**DEPARTMENT:**

### **FUNCTIONS AND RESPONSIBILITIES**

- Created to accumulate monies for drug enforcement activities and other drug related law enforcement programs.
- Sets aside a reserve for contingencies such as legal fees, forfeiture costs, and equipment and special operations.

### **BUDGET YEAR OBJECTIVES**

- Maintenance of fund to support narcotics operations.
- Provide tactical team safety equipment and training, and support for special operations.

### **PRIOR YEAR ACCOMPLISHMENTS**

- Standardized and upgraded entry team equipment
- Continued training in hazardous operations, active school shooter, hostage rescue, barricaded subject.
- Replaced/outfitted a Mobile command unit with a newer ambulance purchased from City of Eugene.
- Upgraded seized vehicle for tactical operations



**City of Cottage Grove  
Fiscal Year 2008-09 Budget**

**38-00 NARCOTICS FORFEITURE FUND**

2005-06	2006-07	2008-09		2008-09		
ACTUAL	ACTUAL	BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
REVENUE						
257,642	257,079	260,000	41010 CARRYOVER	210,000	210,000	210,000
10,292	13,207	9,000	53200 INTEREST REVENUE	6,300	6,300	6,300
1,475	16,109	0	54060 MISCELLANEOUS REVENUE	0	0	0
269,409	286,395	269,000	TOTAL REVENUE	216,300	216,300	216,300
EXPENDITURES						
PERSONAL SERVICES						
170	2,011	10,000	61110 OVERTIME	10,430	10,430	10,430
5	76	530	62010 WORKERS COMPENSATION	600	600	600
0	0	50	62020 UNEMPLOYMENT	50	50	50
13	155	900	62030 FICA	905	905	905
0	3	20	63010 LIFE INSURANCE	20	20	20
40	480	2,000	63020 RETIREMENT	2,000	2,000	2,000
1	12	50	63030 DISABILITY INSURANCE	50	50	50
37	406	1,800	63040 HEALTH INSURANCE	1,900	1,900	1,900
266	3,143	15,350	TOTAL PERSONAL SERVICES	15,955	15,955	15,955
MATERIALS AND SERVICES						
1,458	2,096	5,000	73410 TACTICAL EQUIPMENT	5,000	5,000	5,000
0	0	2,600	74200 EDUCATION & REGISTRATION	2,600	2,600	2,600
0	0	1,800	74210 TRAVEL & SUBSISTENCE	1,800	1,800	1,800
0	0	14,700	74700 TACTICAL TRAINING	15,000	15,000	15,000
5,422	6,546	6,000	74710 INVESTIGATION EXPENSE	10,000	10,000	10,000
0	0	6,000	74720 INFORMANTS	6,000	6,000	6,000
58	0	10,000	74740 DRUG FORFEITURE EXPENSE	10,000	10,000	10,000
881	760	1,450	74770 POLICE STORAGE FACILITY	1,450	1,450	1,450
3,282	1,244	832	79900 ADMINISTRATION CHARGES	2,617	2,617	2,617
11,101	10,646	48,382	TOTAL MATERIALS AND SERVICES	54,467	54,467	54,467
CAPITAL OUTLAY						
0	19,882	25,000	84010 WORK EQUIPMENT	25,000	25,000	25,000
0	0	2,500	84040 RADIO EQUIPMENT	2,500	2,500	2,500
0	0	10,000	84060 TACTICAL EQUIPMENT	10,000	10,000	10,000
0	19,882	37,500	TOTAL CAPITAL OUTLAY	37,500	37,500	37,500
963	1,013	1,055	90217 TRANSFER TO DEBT SERVICE	1,089	1,089	1,089
0	0	166,713	99000 CONTINGENCY	107,289	107,289	107,289
257,079	251,711	0	99020 ENDING BALANCE	0	0	0
269,409	286,395	269,000	TOTAL EXPENDITURES	216,300	216,300	216,300

