

CITY OF COTTAGE GROVE

SPECIAL REVENUE FUNDS BUDGET SUMMARY

FUND/DEPARTMENT	FY2012-13 ACTUAL	FY2013-14 ACTUAL	FY2014-15 ACTUAL	FY 15-16 BUDGETED	FY 16-17 ADOPTED
Street Fund					
Street Maintenance	436,629	435,559	424,015	544,835	536,955
Street Sweeping	96,644	100,357	92,883	112,655	111,000
Capital Improvements/Purchases	97,354	133,773	83,931	802,600	805,900
Non-Departmental	169,012	137,938	136,186	413,500	362,355
Total Street Fund	799,639	807,627	737,015	1,873,590	1,816,210
Assessment Fund	0	0	0	1,193,630	1,224,285
Police Communications Fund					
Support Services	362,891	358,723	397,467	427,155	433,039
911 Services	228,635	237,099	244,503	258,863	260,817
Non-Departmental	9,840	10,470	10,839	11,475	11,790
Total Police Communications Fund	601,366	606,292	652,809	697,493	705,646
Narcotics Forfeiture Fund	58,955	19,164	32,639	190,600	175,880
Bicycle & Footpath Fund	23,694	32,837	10,026	155,345	172,345
Building Inspection Program Fund	253,518	253,303	171,786	318,280	340,000
Housing Rehabilitation Fund	0	0	0	453,840	10,100
Total Special Revenue Funds	1,737,172	1,719,223	1,604,275	4,882,778	4,444,466



**City of Cottage Grove
Fiscal Year 2016-17 Budget**

**004-000 STREET FUND
REVENUE**

2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	DESCRIPTION	2016-17 PROPOSED	APPROVED	ADOPTED
607,075	714,240	754,515	41010 CARRYOVER	832,970	832,970	832,970
353,461	336,873	320,000	42030 LOCAL GAS TAX	330,000	330,000	330,000
553,155	561,283	518,275	51020 STATE HIGHWAY APPORTIONMENT	551,040	551,040	551,040
0	0	100,000	51100 FEDERAL AID - URBAN	100,000	100,000	100,000
553,155	561,283	618,275	TOTAL INTERGOVERNMENTAL	651,040	651,040	651,040
3,001	3,980	1,200	53200 INTEREST	1,200	1,200	1,200
484	353	0	54050 AUCTION PROCEEDS	0	0	0
0	0	0	54065-001 SUNRISE RIDGE TRAFFIC SIGNAL	0	0	0
3,257	1,359	1,000	54060 MISCELLANEOUS REVENUE	1,000	1,000	1,000
0	0	230,000	54400 BOND SALES/LOAN PROCEEDS	0	0	0
3,741	1,712	231,000	TOTAL MISCELLANEOUS	1,000	1,000	1,000
1,520,434	1,618,088	1,924,990	TOTAL REVENUE	1,816,210	1,816,210	1,816,210



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.
- 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.
- Respond to public safety needs such as sanding, snow removal, de-icing application and surface maintenance.
- Replace and upgrade street signs.
- Fund traffic signal and street light maintenance contracts.

FULL-TIME EQUIVALENT POSITIONS

Position	Adopted 2013-14	Adopted 2014-15	Adopted 2015-16	Adopted 2016-17
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	1.79	1.79	1.89
Temporary Worker	-	-	-	-
Regular Part Time Worker	0.34	0.62	0.62	0.69
	3.00	3.18	3.18	3.35

PERFORMANCE MEASUREMENTS

Strategy	Measure	Actual 2010-11	Actual 2011-12	Actual 2012-13	Actual 2013-14	Actual 2014-2015
<i>Keep street right of ways unobstructed</i>	No. of yards debris (leaf program)	1410	1,650	1,250	940	950
	No. of yards debris (tree branch program)	170	100	120	1,540	340
	No. of letters sent to request vegetation removal	80	231	228	220	190
<i>Provide safe transportation system</i>	No. of service requests	110	115	111	112	190
	No. of signs upgraded	27	28	23	20	15
	No. of new signs installed	8	20	25	17	20



DID YOU KNOW?

Street System Facts:

- 50.29 miles of public streets (45.66 miles paved, 4.63 miles graveled or natural)
- 14 traffic signals (7 City, 7 ODOT)
- 509 street lights
- 1,405 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



Paving at Ash and N, April, 2016

**City of Cottage Grove
Fiscal Year 2016-17 Budget**

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

2016-17

2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
PERSONNEL SERVICES						
22,501	22,851	23,175	60400 PUBLIC WORKS DIRECTOR - 0.25 FTE	23,640	23,640	23,640
		3,000	60410 ADMINISTRATIVE AIDE - 0.07 FTE	3,200	3,200	3,200
2,786	2,898	0	60420 CLERICAL ASSISTANT - 0.00 FTE	0	0	0
15,590	16,177	16,400	60440 UTILITIES MAINT. SUPERVISOR - 0.23 FTE	16,730	16,730	16,730
15,410	15,676	15,895	60450 FLEET & FACILITIES MANAGER - 0.22 FTE	16,215	16,215	16,215
97,062	97,438	102,445	60480 UTILITY MAINTENANCE WORKERS - 1.89 FTE	100,625	100,625	100,625
5,681	5,542	20,180	61010 REG. PART TIME WORKER - 1.04 FTE	14,040	14,040	14,040
253	354	2,000	61100 OVERTIME	2,000	2,000	2,000
3,093	4,907	7,280	62010 WORKERS' COMPENSATION	6,310	6,310	6,310
1,089	798	920	62020 UNEMPLOYMENT	355	355	355
11,950	11,812	14,010	62030 FICA	13,500	13,500	13,500
107	103	110	63010 LIFE INSURANCE	110	110	110
27,195	25,407	33,450	63020 RETIREMENT	31,815	31,815	31,815
719	578	880	63030 DISABILITY INSURANCE	870	870	870
50,997	50,964	54,340	63040 HEALTH INSURANCE	57,095	57,095	57,095
254,431	255,507	294,085	TOTAL PERSONNEL SERVICES	286,505	286,505	286,505
MATERIALS AND SERVICES						
11,783	10,456	30,000	71000 CONTRACTUAL SERVICES	30,000	30,000	30,000
23,658	20,674	25,000	71500 ELECTRICITY	25,000	25,000	25,000
75,929	84,039	86,000	71510 STREET LIGHTING	86,000	86,000	86,000
6,322	6,272	7,500	71520 TELEPHONE	6,500	6,500	6,500
1,477	755	2,000	71530 NATURAL GAS	1,500	1,500	1,500
7,549	7,531	9,500	71540 FUEL & LUBRICANTS	7,500	7,500	7,500
576	547	600	71560 COMMUNICATIONS SERVICE	600	600	600
881	1,971	4,000	71700 BUILDING MAINT. & REPAIR	3,300	3,300	3,300
19,098	13,348	18,000	71710 EQUIPMENT MAINT. & REPAIR	15,000	15,000	15,000
3,045	2,171	6,500	71720 VEHICLE MAINT. & REPAIR	5,000	5,000	5,000
8,681	6,315	25,000	71770 SIGN & SIGNAL MAINTENANCE	25,000	25,000	25,000
4,726	3,225	7,500	71780 STREET MAINTENANCE	7,500	7,500	7,500
1,230	1,378	3,700	72100 MINOR EQUIPMENT & TOOLS	10,300	10,300	10,300
5,770	1,250	10,000	72120 EQUIPMENT RENTAL & LEASE	10,000	10,000	10,000
200	1,194	1,000	72310 TRAFFIC MARKINGS	1,000	1,000	1,000
1,318	1,669	1,200	72510 SAFETY EQUIPMENT	2,000	2,000	2,000
901	940	750	72600 CLEANING SUPPLIES	750	750	750
4,172	2,699	6,500	73000 SAND & GRAVEL	6,500	6,500	6,500
1,145	0	3,500	73010 ASPHALT & CONCRETE	3,500	3,500	3,500
2,666	2,075	2,500	73600 MISCELLANEOUS SUPPLIES	3,500	3,500	3,500
181,127	168,508	250,750	TOTAL MATERIALS AND SERVICES	250,450	250,450	250,450
435,559	424,015	544,835	TOTAL EXPENDITURES	536,955	536,955	536,955

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

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 2015-16

- 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 2015-16

- Replaced the 2007 Elgin street sweeper with a 2015 Schwarze Avalanche street sweeper.

FULL-TIME EQUIVALENT POSITIONS

	Adopted 2012-13	Adopted 2013-14	Adopted 2014-15	Adopted 2015-16	Adopted 2016-17
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

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	July 2011	July 2014
Removal of Yard Debris	Tons of Yard Debris collected by the Street Sweeper	108	289

**City of Cottage Grove
Fiscal Year 2016-17 Budget**

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

2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	DESCRIPTION	2016-17		
				PROPOSED	APPROVED	ADOPTED
			PERSONNEL SERVICES			
3,502	3,563	3,615	60450 FLEET & FACILITIES MANAGER - 0.05 FTE	3,685	3,685	3,685
28,668	29,727	29,690	60480 UTILITY MAINTENANCE WORKER - 0.55 FTE	30,140	30,140	30,140
12	59	300	61100 OVERTIME	300	300	300
981	1,499	1,740	62010 WORKERS' COMPENSATION	1,605	1,605	1,605
222	156	170	62020 UNEMPLOYMENT	70	70	70
2,377	2,413	2,575	62030 FICA	2,615	2,615	2,615
24	24	25	63010 LIFE INSURANCE	25	25	25
6,200	6,094	7,730	63020 RETIREMENT	7,850	7,850	7,850
160	130	195	63030 DISABILITY INSURANCE	200	200	200
13,102	13,491	14,515	63040 HEALTH INSURANCE	14,410	14,410	14,410
55,249	57,156	60,555	TOTAL PERSONNEL SERVICES	60,900	60,900	60,900
			MATERIALS AND SERVICES			
8,566	6,235	12,000	71540 FUEL & LUBRICANTS	10,000	10,000	10,000
27,396	20,020	30,000	71550 LANDFILL FEES	30,000	30,000	30,000
9,119	9,414	10,000	71710 EQUIP. MAINT. & REPAIR	10,000	10,000	10,000
27	57	100	73600 MISCELLANEOUS SUPPLIES	100	100	100
45,108	35,727	52,100	TOTAL MATERIALS AND SERVICES	50,100	50,100	50,100
100,357	92,883	112,655	TOTAL EXPENDITURES	111,000	111,000	111,000



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.

OPERATIONAL 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 major street projects 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.

BUDGET YEAR OBJECTIVES

- Repair Main Street bridge approach.
- Complete major rebuild of a portion of South 6th Street
- Repair South 10th Street where damaged from water main break.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2015-16

- Purchased various pieces of work equipment for the Public Works Department.
- Rebuilt Taylor and 8th Street intersection.
- Installed handicap ramps at 10th and Washington, and Birch and O Streets.
- Monitored condition of Main Street bridge approach and worked with engineers on potential repairs.



STREET PROJECTS

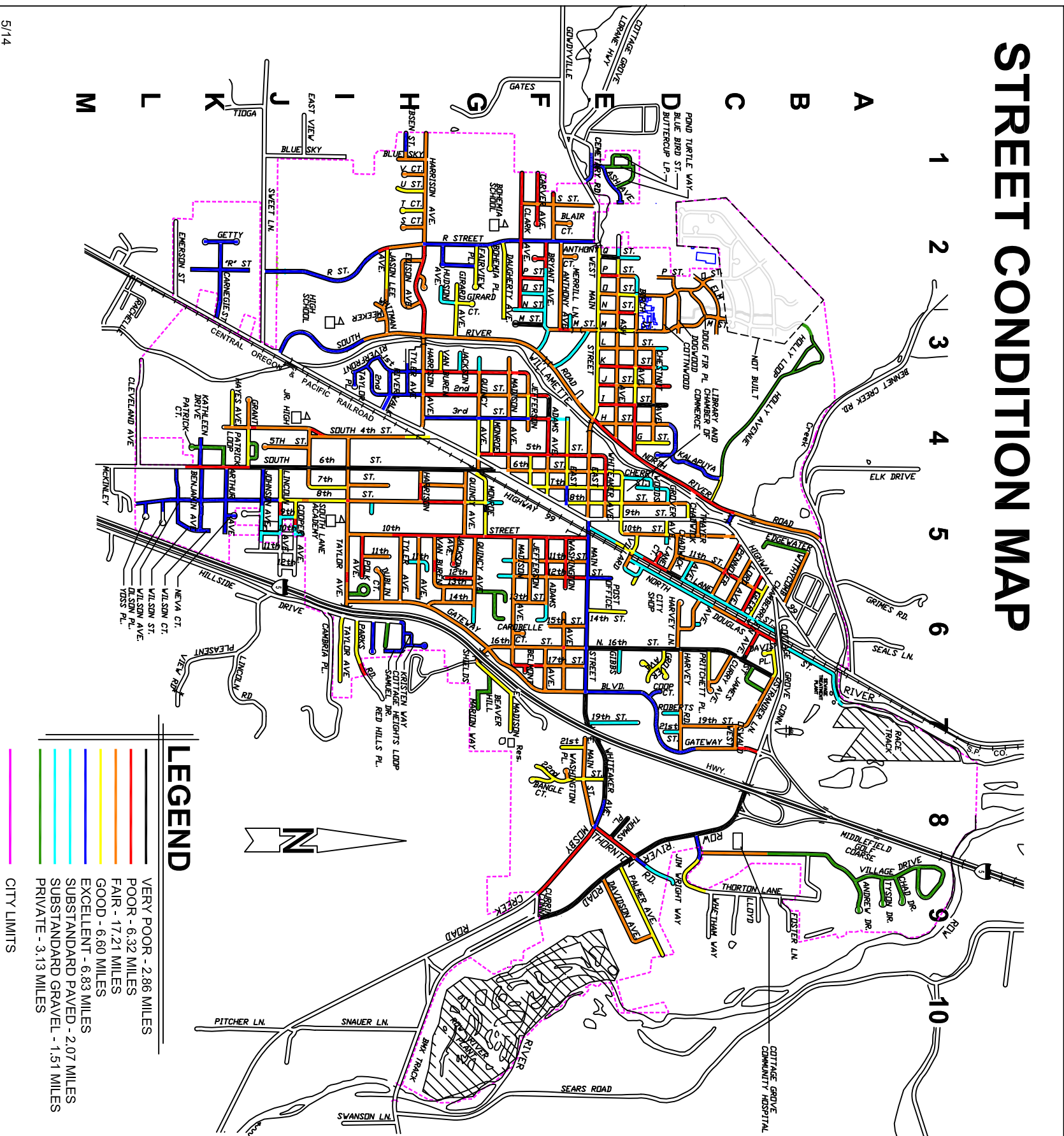
PROJECTED CAPITAL IMPROVEMENT NEEDS

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

STREET CONDITION MAP

5/14



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	\$68,000
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 2016-17 Budget**

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

2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	DESCRIPTION	2016-17 PROPOSED	APPROVED	ADOPTED
			MATERIALS AND SERVICES			
25,153	12,332	90,000	71000 CONTRACTUAL SERVICES	90,000	90,000	90,000
8,185	0	51,400	79910 ENGINEERING SERVICE FEES	61,400	61,400	61,400
33,338	12,332	90,000	TOTAL MATERIALS AND SERVICES	151,400	151,400	151,400
			CAPITAL OUTLAY			
98,160	70,762	370,300	83000 BUILDINGS AND IMPROVEMENTS	490,000	490,000	490,000
0	0	100,000	83050 FEDERAL AID URBAN PROJECTS	100,000	100,000	100,000
0	0	236,000	84000 MOTOR VEHICLES	64,500	64,500	64,500
2,275	836	6,300	84010 WORK EQUIPMENT	0	0	0
100,435	71,599	712,600	TOTAL CAPITAL OUTLAY	654,500	654,500	654,500
133,773	83,931	802,600	TOTAL EXPENDITURES	805,900	805,900	805,900



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 on 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 2015-16

- Payment for engineering fees associated with the construction of a lighted crosswalk on Row River Road.

**City of Cottage Grove
Fiscal Year 2016-17 Budget**

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

2013-14	2014-15	2015-16		2016-17		
ACTUAL	ACTUAL	BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
			MATERIALS & SERVICES			
856	285	200	70030 ADVERTISING	200	200	200
1,939	5,342	2265	70100 AUDIT EXPENSE	2,575	2,575	2,575
9,975	14,201	15940	70400 INSURANCE & BONDS	17,450	17,450	17,450
0	0	0	71012 EMAIL & WEB SERVICES	350	350	350
93	82	300	71600 POSTAGE	300	300	300
509	292	1500	72000 COMPUTER SUPPLIES & MAINT.	1,000	1,000	1,000
336	258	750	72010 OFFICE SUPPLIES	500	500	500
0	92	150	72030 BOOKS, MAPS & PERIODICALS	150	150	150
62	13	300	74100 PROFESSIONAL ASSOCIATION DUES	300	300	300
380	979	1750	74200 EDUCATION & REGISTRATION FEES	1,750	1,750	1,750
73	49	400	74210 TRAVEL & SUBSISTENCE	400	400	400
1,157	787	1000	74300 EMPLOYEE MEDICAL EXAMS & TESTS	1,000	1,000	1,000
52,785	50,910	62565	79900 ADMINISTRATIVE FEE	56,740	56,740	56,740
20,000	20,000	20000	79910 ENGINEERING SERVICE FEES	20,000	20,000	20,000
88,165	93,288	107,120	TOTAL MATERIALS & SERVICES	102,715	102,715	102,715
			CAPITAL OUTLAY			
0	0	0	84010 WORK EQUIPMENT	1,000	1,000	1,000
			TOTAL CAPITAL OUTLAY	1,000	1,000	1,000
			DEBIT SERVICE			
1,221	1,204	1270	90110-081 LOAN PRINCIPAL PAYMENT- PERS UAL	1,245	1,245	1,245
13,156	0	0	90110-084 LOAN PRINCIPAL PAYMENT - CITY SHOP	0	0	0
9,539	2,417	0	90110-085 LOAN PRINCIPAL PAYMENT - VACTOR	0	0	0
0	0	0	90110-086 LOAN PRINCIPAL PAYMENT - PROJECT	0	0	0
0	0	28090	90110-105 LOAN PRINCIPAL PAYMENT - SWEEPER	36,365	36,365	36,365
0	0	2110	90110-115 LOAN PRINCIPAL PAYMENT - TIGER MOWER	1,455	1,455	1,455
0	0	2110	90110-117 LOAN PRINCIPAL PAYMENT - DUMP TRUCK	0	0	0
5,993	6,226	6600	90111-083 LOAN INTEREST PAYMENT - PERS UAL	6,840	6,840	6,840
278	0	0	90111-087 LOAN INTEREST PAYMENT - CITY SHOP	0	0	0
287	14	0	90111-088 LOAN INTEREST PAYMENT - VACTOR	0	0	0
0	0	0	90111-089 LOAN INTEREST PAYMENT - PROJECT	0	0	0
0	0	4705	90111-106 LOAN INTEREST PAYMENT - SWEEPER	3,445	3,445	3,445
0	0	355	90111-116 LOAN INTEREST PAYMENT - TIGER MOWER	140	140	140
0	0	355	90111-118 LOAN INTEREST PAYMENT - DUMP TRUCK	0	0	0
0	37	40	90115 LOAN TRUSTEE FEE - PERS UAL	40	40	40
30,473	9,898	45,635	TOTAL DEBIT SERVICE	49,530	49,530	49,530
			TRANSFERS			
19,300	33,000	19300	90211 TRANSFER TO BICYCLE PATH FUND	19,300	19,300	19,300
0	0		90217 TRANSFER TO DEBT SERVICE			
19,300	33,000	19,300	TOTAL TRANSFERS	19,300	19,300	19,300
0	0	237945	99000 CONTINGENCY	186,310	186,310	186,310
0	0	3500	99012 RESERVE FOR FUTURE EXPENDITURE	3,500	3,500	3,500
712,808	881,073	0	99020 ENDING BALANCE	0	0	0
712,808	881,073	241,445	TOTAL CONTINGENCY/ENDING BAL.	189,810	189,810	189,810
850,746	1,017,259	413,500	TOTAL EXPENDITURES	362,355	362,355	362,355
1,520,434	1,618,088	1,873,590	TOTAL STREET FUND EXPENDITURES	1,816,210	1,816,210	1,816,210

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

- Collect assessments for any completed Local Improvement Districts (LID's).
- 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.

**City of Cottage Grove
Fiscal Year 2016-17 Budget**

005-510 ASSESSMENT FUND

2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	DESCRIPTION	2016-17		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
151,690	152,312	152,715	41010 CARRYOVER	153,515	153,515	153,515
621	554	400	53200 INTEREST INCOME	500	500	500
0	0	1,040,515	54400 LOAN PROCEEDS	1,070,270	1,070,270	1,070,270
152,311	152,866	1,193,630	TOTAL REVENUE	1,224,285	1,224,285	1,224,285
EXPENDITURES						
MATERIALS AND SERVICES						
0	0	0	79900 ADMINISTRATVIE FEE	0	0	0
0	0	164,595	79910 ENGINEERING SERVICE FEES	195,760	195,760	195,760
0	0	164,595	TOTAL MATERIALS & SERVICES	195,760	195,760	195,760
CAPITAL OUTLAY						
0	0	1,029,035	83000 BUILDINGS & IMPROVEMENTS	1,028,525	1,028,525	1,028,525
			TOTAL CAPITAL OUTLAY	1,028,525	1,028,525	1,028,525
0	0	0	99010 UNAPPROPRIATED FUND BALANCE	0	0	0
152,311	152,866	0	99020 ENDING BALANCE	0	0	0
152,311	152,866	1,193,630	TOTAL EXPENDITURES	1,224,285	1,224,285	1,224,285

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, nationwide interagency 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 professional, efficient service in keeping with the Cottage Grove Police Department's Mission Statement.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2015-16

- Instituted more efficient and effective protocol for tracking of extra patrols, vacation house checks, and other pending tasks.
- Upgraded memory for City Hall and Police Department surveillance DVRs, increasing retention time well beyond mandated requirements.
- Upgraded document scanners in Records/Evidence to facilitate increasing number of files and reports stored electronically.

BUDGET YEAR OBJECTIVES

Increase physical security of Communications office (Dispatch).

FULL-TIME EQUIVALENT POSITIONS

Position	Adopted 2013-14	Adopted 2014-15	Adopted 2015-16	Adopted 2016-17
Police Chief	0.20	0.20	0.20	0.20
Police Commander	0.30	0.30	0.30	0.30
Police Corporal	0.40	0.30	0.30	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
TOTALS	6.28	6.18	6.18	6.18

PERFORMANCE MEASUREMENTS

Strategy	Measure	2010	2011	2012	2013	2014	2015
Provide efficient response to emergency and non-emergency calls for service, including other agencies.	911 Calls	6,547	6,628	6,778	9,025	8,975	9,580
	Police Dept. Calls	3,276	Not available	16,667	19,514	23,566	20,984
	Ambulance Calls	1,060	Not available	1,117	1,298	1,410	1,442
	Fire Calls	99	Not available	91	99	123	110

**City of Cottage Grove
Fiscal Year 2016-17 Budget**

006-610 POLICE COMMUNICATIONS FUND

2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	DESCRIPTION	2016-17		
				PROPOSED	APPROVED	ADOPTED
74	1,069	1,000	41010 CARRYOVER	11,815	11,815	11,815
47,801	47,107	47,018	51030 911 SERVICE CONTRACT	45,777	45,777	45,777
89,967	85,497	86,902	51031 911 TELEPHONE TAX	86,674	86,674	86,674
137,768	132,604	133,920	TOTAL INTERGOVERNMENTAL	132,451	132,451	132,451
2	13	25	53200 INTEREST INCOME	25	26	26
0	193	0	54060 MISCELLANEOUS REVENUE	0	0	0
469,515	540,205	562,548	55001 TRANSFER FROM GEN. FUND	561,355	561,355	561,355
607,359	674,084	697,493	TOTAL REVENUE	705,646	705,647	705,647

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

006-610 SUPPORT SERVICES

2013-14	2014-15	2015-16		2016-17		
ACTUAL	ACTUAL	BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
PERSONNEL SERVICES						
11,293	14,702	12,820	60500 POLICE CHIEF - .14 FTE	12,979	12,979	12,979
10,399	15,230	16,025	60510 POLICE COMMANDER - .20 FTE	16,500	16,500	16,500
0	13,535	13,495	60520 POLICE CORPORAL - .20 FTE	13,575	13,575	13,575
6,700	6,969	7,110	60540 ADMININISTRATIVE AIDE - .15 FTE	6,525	6,525	6,525
164,688	166,723	163,330	60551 COMMUNICATIONS SPECIALISTS - 3.35 FTE	168,200	168,200	168,200
0	0	3,790	61000 TEMPORARY WORKER - .09 FTE	3,850	3,850	3,850
14,256	19,363	21,635	61100 OVERTIME	21,750	21,750	21,750
4,034	6,397	6,675	61200 HOLIDAY PAY	6,675	6,675	6,675
1,297	2,341	3,320	62010 WORKERS' COMPENSATION	3,130	3,130	3,130
1,594	1,176	1,500	62020 UNEMPLOYMENT	500	500	500
16,972	17,838	20,840	62030 FICA	21,280	21,280	21,280
167	167	200	63010 LIFE INSURANCE	200	200	200
34,560	40,556	51,080	63020 RETIREMENT	52,300	52,300	52,300
1,050	840	1,445	63030 DISABILITY INSURANCE	1,445	1,445	1,445
73,333	78,148	83,585	63040 HEALTH INSURANCE	83,825	83,825	83,825
340,342	383,985	406,850	TOTAL PERSONNEL SERVICES	412,734	412,734	412,734
MATERIALS AND SERVICES						
497	561	550	70900 PRINTING, BINDING & COPYING	550	550	550
10,352	6,185	9,000	71000 CONTRACTUAL SERVICES	9,000	9,000	9,000
854	35	1,000	71210 CLOTHING ALLOWANCE	1,000	1,000	1,000
3,118	3,368	3,500	71520 TELEPHONE	3,500	3,500	3,500
272	130	800	71710 EQUIPMENT MAINT. & REPAIR	800	800	800
90	0	1,500	72000 COMPUTER SERVICE & SUPPLIES	1,500	1,500	1,500
987	789	900	72010 OFFICE SUPPLIES	900	900	900
244	0	280	72030 BOOKS, MAPS & PERIODICALS	280	280	280
570	685	500	73600 MISC. SUPPLIES & EXPENSE	500	500	500
0	0	125	74100 PROFESSIONAL ASSOC. DUES	125	125	125
875	650	900	74200 EDUCATION & REGISTRATION	900	900	900
522	645	650	74210 TRAVEL & SUBSISTENCE	650	650	650
0	41	600	74400 RECRUITMENT EXPENSE	600	600	600
18,381	13,089	20,305	TOTAL MATERIALS AND SERVICES	20,305	20,305	20,305
CAPITAL OUTLAY						
0	393	0	84010 WORK EQUIPMENT	0	0	0
0	393	0	TOTAL CAPITAL OUTLAY	0	0	0
358,723	397,467	427,155	TOTAL EXPENDITURES	433,039	433,039	433,039

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

006-620 911 SERVICES

2016-17

2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
			PERSONNEL SERVICES			
5,588	6,683	5,830	60500 POLICE CHIEF .06 FTE	5,900	5,900	5,900
7,887	7,615	7,985	60510 POLICE COMMANDER - .10 FTE	8,225	8,225	8,225
4,633	6,757	6,720	60520 POLICE CORPORAL - .10 FTE	6,785	6,785	6,785
4,411	4,456	4,550	60540 ADMINISTRATIVE AIDE - .10 FTE	4,175	4,175	4,175
82,642	84,515	80,455	60551 COMMUNICATIONS SPECIALISTS - 1.65 FTE	82,815	82,815	82,815
0	0	1,955	61000 TEMPORARY WORKER - .04 FTE	1,980	1,980	1,980
7,052	9,550	10,670	61100 OVERTIME	11,085	11,085	11,085
1,988	3,153	3,580	61200 HOLIDAY PAY	3,715	3,715	3,715
639	1,237	1,705	62010 WORKERS' COMPENSATION	1,635	1,635	1,635
797	594	800	62020 UNEMPLOYMENT	275	275	275
8,533	9,020	10,345	62030 FICA	10,610	10,610	10,610
83	83	100	63010 LIFE INSURANCE	100	100	100
20,730	20,178	25,290	63020 RETIREMENT	26,010	26,010	26,010
522	417	720	63030 DISABILITY INSURANCE	720	720	720
36,461	38,852	41,600	63040 HEALTH INSURANCE	41,720	41,720	41,720
181,964	193,110	202,305	TOTAL PERSONNEL SERVICES	205,750	205,750	205,750
			MATERIALS AND SERVICES			
47,800	47,107	47,018	71000 CONTRACTUAL SERVICES	45,777	45,777	45,777
1,853	2,011	2,500	71520 TELEPHONE	2,500	2,500	2,500
0	0	250	71710 EQUIPMENT MAINT. & REPAIR	0	0	0
2,523	1,459	3,500	71730 RADIO MAINT. & REPAIR	3,500	3,500	3,500
1,380	0	1,000	72000 COMPUTER SERVICE & SUPPLIES	1,000	1,000	1,000
71	236	450	72010 OFFICE SUPPLIES	450	450	450
0	0	150	72030 BOOKS, MAPS & PERIODICALS	150	150	150
89	0	200	73600 MISC. SUPPLIES & EXPENSE	200	200	200
218	240	240	74100 PROFESSIONAL ASSOCIATION DUES	240	240	240
512	240	500	74200 EDUCATION & REGISTRATION	500	500	500
0	0	250	74210 TRAVEL & SUBSISTENCE	250	250	250
0	99	500	74400 RECRUITMENT EXPENSE	500	500	500
54,447	51,392	56,558	TOTAL MATERIALS AND SERVICES	55,067	55,067	55,067
			CAPITAL OUTLAY			
688	0	0	84010 WORK EQUIPMENT	0	0	0
688	0	0	TOTAL CAPITAL OUTLAY	0	0	0
237,099	244,503	258,863	TOTAL EXPENDITURES	260,817	260,817	260,817

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

006-695 NON-DEPARTMENTAL

2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	DESCRIPTION	2016-17		
				PROPOSED	APPROVED	ADOPTED
			DEBT SERVICE			
1,772	1,748	1,840	90110-081 PERS BOND DEBT - PRINCIPAL	1,805	1,805	1,805
8,698	9,037	9,580	90111-083 PERS BOND DEBT - INTEREST	9,930	9,930	9,930
0	54	55	90115 PERS TRUSTEE ANNUAL FEE	55	55	55
10,470	10,839	11,475	TOTAL DEBT SERVICE	11,790	11,790	11,790
0	0	0	99000 CONTINGENCY	0	0	0
1,067	21,275	0	99020 ENDING BALANCE	0	0	0
11,537	32,114	11,475	TOTAL EXPENDITURES	11,790	11,790	11,790
607,359	674,084	697,493	TOTAL POLICE COMMUNICATIONS	705,646	705,646	705,646



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.
- 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 2016-17 Budget**

007-170 NARCOTICS FORFEITURE FUND

2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	DESCRIPTION	2016-17		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
158,859	219,025	190,000	41010 CARRYOVER	175,750	175,750	175,750
11,089	8,990	0	46200 DRUG FORFEITURES	0	0	0
846	720	600	53200 INTEREST REVENUE	130	130	130
				0	0	0
67,399	0	0	54060 MISCELLANEOUS REVENUE	0	0	0
238,192	228,736	190,600	TOTAL REVENUE	175,880	175,880	175,880
EXPENDITURES						
PERSONNEL SERVICES						
0	0	10,500	61110 OVERTIME	10,500	10,500	10,500
0	0	500	62010 WORKERS COMPENSATION	500	500	500
0	0	100	62020 UNEMPLOYMENT	100	100	100
0	0	900	62030 FICA	900	900	900
0	0	20	63010 LIFE INSURANCE	20	20	20
0	0	1,855	63020 RETIREMENT	1,855	1,855	1,855
0	0	100	63030 DISABILITY INSURANCE	100	100	100
0	0	2,050	63040 HEALTH INSURANCE	2,050	2,050	2,050
0	0	16,025	TOTAL PERSONNEL SERVICES	16,025	16,025	16,025
MATERIALS AND SERVICES						
0	0	5,000	73410 TACTICAL EQUIPMENT	5,000	5,000	5,000
0	0	4,000	74200 EDUCATION & REGISTRATION	4,000	4,000	4,000
0	0	3,000	74210 TRAVEL & SUBSISTENCE	3,000	3,000	3,000
0	0	15,000	74700 TACTICAL TRAINING	15,000	15,000	15,000
98	0	0	74710 INVESTIGATION EXPENSE	0	0	0
0	0	6,000	74720 INFORMANTS	6,000	6,000	6,000
2,689	8,070	10,000	74730 DRUG ENFORCEMENT EXPENSE	10,000	10,000	10,000
837	0	0	74740 DRUG FORFEITURE EXPENSE	0	0	0
0	0	2,000	74770 POLICE STORAGE FACILITY	2,000	2,000	2,000
3,040	0	1,425	79900 ADMINISTRATION CHARGES	0	0	0
6,664	8,070	46,425	TOTAL MATERIALS AND SERVICES	45,000	45,000	45,000
CAPITAL OUTLAY						
0	23,141	45,000	84000 MOTOR VEHICLES	45,000	45,000	45,000
11,121	0	40,000	84010 WORK EQUIPMENT	40,000	40,000	40,000
0	0	5,000	84040 RADIO EQUIPMENT	5,000	5,000	5,000
0	0	10,000	84060 TACTICAL EQUIPMENT	10,000	10,000	10,000
11,121	23,141	100,000	TOTAL CAPITAL OUTLAY	100,000	100,000	100,000
DEBT SERVICE						
233	230	245	90110 PRINCIPAL - PERS UAL	240	240	240
1,146	1,191	1,265	90111 INTEREST - PERS UAL	1,310	1,310	1,310
0	7	10	90115 TRUSTEE FEE - PERS UAL	10	10	10
1,379	1,428	1,520	TOTAL DEBT SERVICE	1,560	1,560	1,560
0	0	26,630	99000 CONTINGENCY	13,295	13,295	13,295
219,028	196,096	0	99020 ENDING BALANCE	0	0	0
238,192	228,735	190,600	TOTAL EXPENDITURES	175,880	175,880	175,880

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

- Construct 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 through Federal Government grant.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2015-16

- Utilized a "Buffalo" blower to keep City pedestrian/bike trails and, the BLM portion of the Row River Trail, free of debris.
- Performed mowing and brush control along all off-street bike paths.
- Performed annual re-striping of all on-street bike lanes.
- Designed crosswalk near the intersection of Row River Road and Jim Wright Way and obtained approval from ODOT for construction.

**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 2016-17 Budget**

011-110 BICYCLE & FOOTPATH FUND

2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	DESCRIPTION	2016-17		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
26,356	21,018	45,755	41010 CARRYOVER	45,425	45,425	45,425
5,587	5,670	5,240	51020 STATE HIGHWAY APPORTIONMENT	5,570	5,570	5,570
112	181	50	53200 INTEREST INCOME	50	50	50
0	0	0	54060 MISCELLANEOUS REVENUE			
2,500	25,000	15,000	54095 BLM ROW RIVER TRAIL MAINTENANCE	32,000	32,000	32,000
0	0	70,000	54097 ODOT ROW RIVER ROAD CROSSWALK	70,000	70,000	70,000
19,300	33,000	19,300	55003 TRANSFER FROM STREET FUND	19,300	19,300	19,300
53,856	84,869	155,345	TOTAL REVENUE	172,345	172,345	172,345
EXPENDITURES						
MATERIALS AND SERVICES						
490	0	2,000	71000 CONTRACTUAL SERVICES	12,000	12,000	12,000
0	291	6,000	71540 FUEL & LUBRICANTS	6,000	6,000	6,000
0	316	4,500	71710 EQUIPMENT MAINTENANCE & REPAIR	4,500	4,500	4,500
675	352	1,085	79900 ADMINISTRATIVE FEE	115	115	115
0	0	13,600	79910 ENGINEERING FEES	13,600	13,600	13,600
1,165	959	27,185	TOTAL MATERIALS AND SERVICES	36,215	36,215	36,215
CAPITAL OUTLAY						
5,881	467	94,000	83000 BUILDINGS & IMPROVEMENTS	79,000	79,000	79,000
6,492	0	0	84010 WORK EQUIPMENT			
12,373	467	94,000	TOTAL CAPITAL OUTLAY	79,000	79,000	79,000
DEBT SERVICE						
19,300	19,300	19,300	90110 INTRAFUND LOAN PRINCIPLE PAYMENT	19,300	19,300	19,300
0	8,600	9,000	90201 TRANSFER TO GENERAL FUND	9,000	9,000	9,000
0	0	5,860	99000 CONTINGENCY	28,830	28,830	28,830
21,018	55,543	0	99020 ENDING BALANCE	0	0	0
53,856	84,869	155,345	TOTAL EXPENDITURES	172,345	172,345	172,345

FUND: BUILDING INSPECTION PROGRAM**FUND/DEPARTMENT #: 013-130****DEPARTMENT: COMMUNITY DEVELOPMENT****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 3RD party contract with the Clair Company Inc., under the direction of the Community Development Director.

OPERATIONAL OBJECTIVES

- Provide building inspection program services in a timely, efficient, consistent and accurate manner.
- Provide 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.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2015-16

- Transitioned to the new State of Oregon “ePermit” program.
- Completed the transition from the previous 3rd party contractor for plan review and inspections with minimal disruption.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2015-16

- Budget includes a \$25,000 transfer from the General Fund to cover costs of the Building Inspection Program.

FULL-TIME EQUIVALENT POSITIONS

Position	Adopted 2012-13	Adopted 2013-14	Adopted 2014-15	Adopted 2015-16	Adopted 2016-17
Community Development Dir.	0.20	0.10	0.10	0.10	0.10
Planning Technician	-	-	-	-	-
Permit Specialist	0.75		-	-	-
Building Official	-	-	-	-	-
Administrative Assistant CD	-	0.45	0.45	0.45	0.45
Clerical Assistant		-	-	-	-
	0.95	0.55	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 calendar year in millions of dollars	2012	2013	2014	2015
		\$12.91	\$8.83	\$6.43	\$6.15
	Percent Change previous year	53.1%	-31.6%	-27.2%	-4.4%

<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	2012	2013	2014	2015
	Residential Structural	45	55	45	26
	includes				
	Additions & Alterations	28	45	43	15
	New Single Family Dwelling	5	5	2	6
	New Duplex	0	0	0	0
	Repair – including Fire Damage	5	5	0	5
	Replacement	7	0	0	2
	Residential-Public Works	12	10	10	10
	Residential –Plumbing	31	69	88	32
	Residential-Mechanical	66	89	103	88
	Residential-Manuf. Dwelling	0	0	0	2
	Residential-Electrical	112	59	109	79
	Residential-Demolition	1	1	0	0
	Commercial Structural	35	17	41	42
	Commercial-Site Develop.	1	2	1	0
	Commercial- Public Works	4	1	2	2
	Commercial-Plumbing	10	19	17	17
	Commercial- Mechanical	15	21	18	20
	Commercial-Fire System	5	4	6	2
	Commercial-Electrical	66	52	62	57
	Commercial –Demolition	2	0	0	0
	Signs	9	8	4	10
Total Permits		367	460	549	387

**City of Cottage Grove
Fiscal Year 2016-17 Budget**

013-000 BUILDING INSPECTION PROGRAM FUND

2013-14	2014-15	2015-16		2016-17		
ACTUAL	ACTUAL	BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
REVENUE						
6,139	215	0	41010 CARRYOVER	0	0	0
133,185	86,280	160,000	45210 BUILDING INSPECTION FEES	160,000	160,000	160,000
14,370	10,518	20,000	45211 BLDG. PERMIT STATE SURCHARGE	20,000	20,000	20,000
45,051	20,497	100,000	45212 CONSTRUCTION EXCISE TAX	100,000	100,000	100,000
7,976	5,744	10,000	45213 TECHNOLOGY FEE	10,000	10,000	10,000
25,765	20,395	25,000	45220 ELECTRICAL INSPECTION FEES	25,000	25,000	25,000
0	115	200	45221 ELECTRICAL BULK LABELS	0	0	0
226,347	143,549	315,200	TOTAL PERMIT REVENUE	315,000	315,000	315,000
207	50	0	53200 INTEREST INCOME	0	0	0
0	69	0	54060 MISCELLANEOUS REVENUE	0	0	0
20,825	35,630	3,080	55001 TRANSFER FROM GENERAL FUND	25,000	25,000	25,000
253,518	179,514	318,280	TOTAL REVENUE	340,000	340,000	340,000
EXPENDITURES						
PERSONNEL SERVICES						
8,647	8,906	9,100	60300 COMMUNITY DEVELOPMENT DIR. .10 FTE	9,270	9,270	9,270
19,137	19,993	20,245	60410 ADMINISTRATIVE AIDE - CD .45 FTE	20,550	20,550	20,550
87	117	120	62010 WORKERS' COMPENSATION	120	120	120
192	148	175	62020 UNEMPLOYMENT	65	65	65
2,108	2,137	2,545	62030 FICA	2,580	2,580	2,580
23	23	30	63010 LIFE INSURANCE	30	30	30
4,057	4,203	5,180	63020 RETIREMENT	5,260	5,260	5,260
138	111	205	63030 DISABILITY INSURANCE	205	205	205
9,360	9,814	10,335	63040 HEALTH INSURANCE	10,500	10,500	10,500
43,750	45,452	47,935	TOTAL PERSONNEL SERVICES	48,580	48,580	48,580
MATERIALS AND SERVICES						
1,885	2,489	3,000	70400 INSURANCE AND BONDS	3,000	3,000	3,000
637	662	1,000	71520 TELEPHONE	1,000	1,000	1,000
112	119	150	71560 COMMUNICATIONS SERVICE	150	150	150
71	107	200	71600 POSTAGE	200	200	200
1,549	1,848	2,165	72000 COMPUTER PROGRAM & SUPPLIES	2,500	2,500	2,500
52	113	500	72010 OFFICE SUPPLIES	500	500	500
0	117	300	72030 BOOKS, MAPS & PERIODICALS	300	300	300
0	280	1,500	72050 COMPUTER EQUIPMENT	1,500	1,500	1,500
0	0	100	72100 MINOR EQUIPMENT & TOOLS	100	100	100
2,757	2,946	100	73600 MISCELLANEOUS SUPPLIES	100	100	100
0	0	150	74210 TRAVEL & SUBSISTENCE	150	150	150
100,611	77,779	125,000	74600 BUILDING INSPECTION SERVICES	125,000	125,000	125,000
19,186	5,382	20,000	74610 BLDG. INSP. STATE SURCHARGE	20,000	20,000	20,000
18,677	13,480	18,750	74620 ELECTRICAL INSP. SERVICES	20,000	20,000	20,000
42,778	19,670	96,000	74630 SCHOOL CONSTRUCTION EXCISE TAX	96,000	96,000	96,000
19,943	0	0	79900 ADMINISTRATIVE FEE	0	0	0
208,258	124,994	268,915	TOTAL MATERIALS AND SERVICES	270,500	270,500	270,500

**City of Cottage Grove
Fiscal Year 2016-17 Budget**

013-000 BUILDING INSPECTION PROGRAM FUND

2013-14	2014-15	2015-16		2016-17		
ACTUAL	ACTUAL	BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
			DEBT SERVICE			
219	216	230	90110 PRINCIPAL - PERS UAL	225	225	225
1,076	1,118	1,190	90111 INTEREST - PERS UAL	1,250	1,250	1,250
0	7	10	90115 TRUSTEE FEE - PERS	15	15	15
1,296	1,341	1,430	TOTAL DEBT SERVICE	1,490	1,490	1,490
0	0	0	99000 CONTINGENCY	19,430	19,430	19,430
0	0	0	99010 UNAPPROPRIATED FUND BALANCE	0	0	0
215	7,727	0	99020 ENDING BALANCE	0	0	0
253,518	179,514	318,280	TOTAL EXPENDITURES	340,000	340,000	340,000



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 2016-17 Budget**

020-120 HOUSING REHAB. LOAN FUND

2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	DESCRIPTION	2016-17		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
449,126	450,965	452,000	41010 CARRYOVER	10,000	10,000	10,000
1,840	1,641	1,840	53200 INTEREST REVENUE	100	100	100
450,966	452,606	453,840	TOTAL REVENUE	10,100	10,100	10,100
EXPENDITURES						
MATERIALS AND SERVICES						
0	0	10,000	71000 CONTRACTUAL SERVICES	10,100	10,100	10,100
0	0	421,290	77600 CDBG LOANS	0	0	0
0	0	0	79900 CONTINGENCY	0	0	0
0	0	431,290	TOTAL MATERIALS AND SERVICES	10,100	10,100	10,100
		22,550	90201 TRANSFER TO GENERAL FUND	0	0	0
	77,015	0	90225 TRANSFER TO SPECIAL TRUSTS FND	0	0	0
450,966	375,591	0	99020 ENDING BALANCE	0	0	0
450,966	452,606	453,840	TOTAL EXPENDITURES	10,100	10,100	10,100