

**CITY OF COTTAGE GROVE**

**GENERAL FUND BUDGET SUMMARY**

	<b>FY 2018-19 ACTUAL</b>	<b>FY 2019-20 ACTUAL</b>	<b>FY 2020-21 ADOPTED</b>	<b>FY 2021-22 ADOPTED</b>
Administrative:				
City Council	40,556	47,870	52,350	53,650
City Manager	395,765	414,172	520,270	613,055
Finance	359,076	377,767	452,725	448,145
Community Services	128,612	186,015	206,300	239,750
Community Promotions	117,368	222,716	168,500	158,000
<b>Total Administration</b>	<b>1,041,377</b>	<b>1,248,540</b>	<b>1,400,145</b>	<b>1,512,600</b>
Public Safety:				
Police Operations	2,529,638	2,703,710	3,051,955	3,349,130
Municipal Court	85,319	83,680	93,520	100,605
Court Support Services	64,643	65,551	78,450	80,350
Youth Peer Court	21,812	22,154	32,415	33,515
<b>Total Public Safety</b>	<b>2,701,412</b>	<b>2,875,095</b>	<b>3,256,340</b>	<b>3,563,600</b>
Public Works & Development:				
Maintenance	379,517	487,598	488,865	1,024,000
Engineering	310,413	330,388	384,045	388,220
Broadband Services	302,912	370,240	347,810	362,250
Development	639,098	1,000,969	1,200,860	1,241,340
<b>Total Public Works</b>	<b>1,631,940</b>	<b>2,189,195</b>	<b>2,421,580</b>	<b>3,015,810</b>
Library Services:				
Library	478,571	466,169	478,485	410,920
<b>Total Library Services</b>	<b>478,571</b>	<b>466,169</b>	<b>478,485</b>	<b>410,920</b>
TOTALS:	5,853,300	6,778,999	7,556,550	8,502,930
Internal Support Department	4,285,584	4,055,776	2,418,935	2,531,485
<b>TOTAL GENERAL FUND</b>	<b>10,138,884</b>	<b>10,834,775</b>	<b>9,975,485</b>	<b>11,034,415</b>



**City of Cottage Grove  
Fiscal Year 2021-22 Budget**

**001 GENERAL FUND  
REVENUE**

**2021-22**

<b>2018-19 ACTUAL</b>	<b>2019-20 ACTUAL</b>	<b>2020-21 BUDGET</b>	<b>DESCRIPTION</b>	<b>PROPOSED</b>	<b>APPROVED</b>	<b>ADOPTED</b>
2,422,359	2,826,318	1,996,400	41010 CARRYOVER	2,275,720	2,275,720	2,275,720
4,622,704	4,801,741	4,787,990	42010 CURRENT PROPERTY TAX	5,049,000	5,049,000	5,049,000
183,989	77,732	40,000	42012 DELINQUENT PROPERTY TAX	50,000	50,000	50,000
3,641	4,242	4,000	42013 IN LIEU OF TAX-HOUSING AUTH	4,000	4,000	4,000
132,588	112,372	90,000	42020 ROOM TAX	90,000	90,000	90,000
4,942,922	4,996,087	4,921,990	TOTAL TAXES	5,193,000	5,193,000	5,193,000
172,054	0	0	43011-028 FRANCHISE FEE-NW NAT. ARREAR	0	0	0
79,251	92,774	65,000	43011-029 FRANCHISE FEE - NW NATURAL	52,000	52,000	90,000
56,220	56,678	56,000	43011-030 FRANCHISE FEE - CG GARBAGE	55,000	55,000	55,000
68,614	70,975	65,000	43011-031 FRANCHISE FEE - CHARTER COMMS	70,000	70,000	70,000
355,258	344,969	360,000	43011-032 FRANCHISE FEE - PACIFICORP	356,000	356,000	356,000
85,368	91,273	90,000	43011-033 FRANCHISE FEE - EPUD	105,000	105,000	105,000
19,988	18,326	19,000	43011-034 FRANCHISE FEE - CENTURY LINK	11,500	11,500	19,000
836,753	674,996	655,000	TOTAL FRANCHISE FEES	649,500	649,500	695,000
19,209	17,961	19,250	44005 DORENA HYDRO R-O-W PERMIT	18,000	18,000	18,000
1,775	1,600	1,000	44010 OLCC PERMITS	1,000	1,000	1,000
475	450	400	44020 BUSINESS LICENSE	0	0	0
1,200	1,247	1,000	44040 DOG LICENSE	1,000	1,000	1,000
1,775	1,655	1,000	44050 PARKING PERMITS	1,000	1,000	1,000
2,530	2,965	2,000	44070 SIDEWALK & CURB CUT PERMITS	2,000	2,000	2,000
26,964	25,877	24,650	TOTAL PERMIT REVENUE	23,000	23,000	23,000
4,245	3,960	3,500	45200 LIEN SEARCH FEES	3,500	3,500	3,500
34,890	29,999	20,000	45201 PLANNING SERVICE FEES	22,000	22,000	22,000
2,738	3,804	2,000	45202 ENGINEERING SEWER CONN. INSP. FEES	2,000	2,000	2,000
1,510	1,537	1,000	45213-035 TECHNOLOGY FEE - PLANNING	1,050	1,050	1,050
367	194	100	45213-036 TECHNOLOGY FEE - ENGINEERING	150	150	150
68,950	69,020	69,050	45302-038 ADMIN FEE - WATER FUND	69,200	69,200	69,200
68,410	68,985	69,155	45302-039 ADMIN FEE - STREET FUND	69,285	69,285	69,285
35	10	0	45302-040 ADMIN FEE - IND PARK OPS	80	80	80
19,730	20,105	21,445	45302-041 ADMIN FEE - STORM DRAIN	23,370	23,370	23,370
105	9,815	3,015	45302-042 ADMIN FEE - BIKE AND FOOT PATH	1,715	1,715	1,715
40,755	28,065	41,325	45302-044 ADMIN FEE - BLDG INSP. FUND.	47,775	47,775	47,775
68,695	69,045	69,145	45302-045 ADMIN FEE - WASTEWATER	69,205	69,205	69,205
69,025	30,415	43,370	45302-046 ADMIN FEE - WATER RESERVE	69,680	69,680	69,680
15,780	27,445	68,490	45302-047 ADMIN FEE - WW RESERVE	68,600	68,600	68,600
13,805	30	14,580	45302-048 ADMIN FEE - STORM DRAIN RES	55,965	55,965	55,965
0	1,605	8,865	45302-049 ADMIN FEE - FORFEITURE FUND	1,045	1,045	1,045
10	10	8,000	45302-050 ADMIN FEE - WATER SDC FUND	40	40	40
145	0	5,045	45302-051 ADMIN FEE - STREET SDC FUND	12,900	12,900	12,900
375	20	30	45302-052 ADMIN FEE - WW SDC FUND	0	0	0
400	14,865	30	45302-053 ADMIN FEE - STORM DRAIN SDC	675	675	675
165	3,980	1,600	45302-054 ADMIN FEE - PARKS SDC FUND	3,035	3,035	3,035
210,461	256,328	410,080	45400-055 ENGINEERING FEES - OTHER	162,000	162,000	162,000
620,596	639,238	859,825	TOTAL CHARGES FOR SERVICES	683,270	683,270	683,270
57,814	86,516	35,000	46010 TRAFFIC FINES	60,000	60,000	60,000
1,470	5,058	1,500	46020 PARKING FINES	1,500	1,500	1,500
4,442	5,595	4,000	46040 COURT COSTS	4,000	4,000	4,000
2,597	2,591	2,200	46050 COURT APPOINTED ATTORNEY FEES	2,200	2,200	2,200
42,253	32,409	30,000	46060 CRIMES	28,000	28,000	28,000
0	500	500	46065 TRUANCY	0	0	0
11,673	6,889	10,500	46080-064 RESTITUTION - MUNICIPAL COURT	10,500	10,500	10,500
40	0	1,000	46080-065 RESTITUTION - PEER COURT	1,000	1,000	1,000
2,796	2,055	2,000	46085 COURT SURCHARGES/FEES	2,000	2,000	2,000

**City of Cottage Grove  
Fiscal Year 2021-22 Budget**

**001 GENERAL FUND  
REVENUE**

**2021-22**

<b>2018-19 ACTUAL</b>	<b>2019-20 ACTUAL</b>	<b>2020-21 BUDGET</b>	<b>DESCRIPTION</b>	<b>PROPOSED</b>	<b>APPROVED</b>	<b>ADOPTED</b>
5,705	8,022	4,000	46090 COURT CREDIT CARD FEES	5,000	5,000	5,000
1,249	1,200	500	46095 COURT ADMINISTRATION FEE	500	500	500
4,613	3,132	3,000	46100 LIBRARY FINES	0	0	0
134,651	153,966	94,200	TOTAL FINES & FORFEITURES	114,700	114,700	114,700
120,372	129,203	100,000	51010 STATE REVENUE SHARING	140,000	140,000	140,000
166,126	179,338	165,000	51011 OLCC LIQUOR TAX	170,000	170,000	170,000
11,454	10,974	11,000	51012 CIGARETTE TAX	8,800	8,800	8,800
112,805	157,639	85,000	51013 MARIJUANA TAX	85,000	85,000	85,000
1,179	1,233	1,200	51040 LIBRARY STATE PER CAPITA	1,200	1,200	1,200
293,607	289,762	565,303	51120 FEDERAL GRANTS	332,500	462,120	607,280
53,079	269,382	581,500	51130 STATE & LOCAL GRANTS	55,000	55,000	72,050
0	161,897	35,125	51135 MOD TRANSPORTATION - LTD	160,000	160,000	160,000
50,000	50,000	50,000	51300 SOUTH LANE SCHOOL DISTRICT	50,000	50,000	50,000
55,924	58,625	60,955	51410 S LANE COUNTY FIRE AND RESCUE	64,045	64,045	64,045
864,545	1,308,052	1,655,083	TOTAL INTERGOVERNMENTAL	1,066,545	1,196,165	1,358,375
68,689	53,609	26,000	53200-070 INTEREST INCOME	15,000	15,000	15,000
9,724	11,022	5,000	53200-071 INTEREST FROM TAXES	5,000	5,000	5,000
78,413	64,631	31,000	TOTAL INTEREST REVENUE	20,000	20,000	20,000
23,156	17,758	12,800	54030 COMMUNITY CENTER RENTAL FEES	11,700	11,700	11,700
2,410	2,265	2,000	54035 POLICE/ACCIDENT REPORTS	1,500	1,500	1,500
2,972	2,220	1,000	54040 LIBRARY PHOTOCOPY REVENUE	1,000	1,000	1,000
371	0	500	54050 AUCTION PROCEEDS	500	500	500
53,831	19,397	15,000	54060 MISCELLANEOUS REVENUE	15,000	15,000	15,000
0	131	0	54067 CREDIT CARD CONVENIENCE FEE	150	150	150
14,207	7,909	0	54070 INSURANCE PROCEEDS	0	0	0
55,896	55,896	55,000	54075 BROADBAND SVCS.- LOCAL AGENCIES	55,000	55,000	55,000
1,185	1,560	800	54080 BROADBAND SVCS.-OTHER	800	800	800
570	0	0	54085 BROADBAND SVCS. - CREDIT CARD	0	0	0
19,858	1,248	0	54095 BLM ROW RIVER TRAIL MAINT	35,000	35,000	35,000
9,601	8,169	100	54100 DONATIONS	100	100	100
215	7,568	7,000	54200 LIBRARY CARDS	7,000	7,000	7,000
179	26	100	54230 LOST & DAMAGED BOOK REIMB.	100	100	100
18,233	21,461	18,000	54250 LEASE REVENUE	18,000	18,000	18,000
0	0	0	54275 ARMORY RENTAL FEES	500	500	500
0	0	0	54400 LOAN PROCEEDS	525,000	525,000	525,000
202,682	145,609	112,300	TOTAL MISCELLANEOUS REVENUE	671,350	671,350	671,350
9,000	0	0	55006 TRANSFER FROM BICYCLE/FOOTPATH	0	0	0
<b>10,138,884</b>	<b>10,834,774</b>	<b>10,350,448</b>	<b>TOTAL REVENUE</b>	<b>10,697,085</b>	<b>10,826,705</b>	<b>11,034,415</b>

**FUND: GENERAL****FUND/DEPARTMENT #: 001-010****CITY COUNCIL****OVERVIEW**

The seven-member City Council is responsible for establishing general policies that govern the functions and operation of the City. This is accomplished primarily through the adoption of ordinances and resolutions. A major Council responsibility is the adoption of an annual City Budget including the levy of property taxes. The Council meets in regular sessions generally twice a month on the second and fourth Mondays. Council work sessions are held as they are needed. Council members also represent the City in many areas of community activity: Cottage Grove Area Chamber of Commerce, Cottage Grove Community Foundation Board, City Audit Committee, Lane Regional Air Protection Agency, Lane Council of Governments, Coast Fork Willamette Watershed Council and EID/BID, among others. In addition, Council members serve on League of Oregon Cities and National League of Cities committees.

**BUDGET YEAR OBJECTIVES**

- Conduct annual evaluations for the City Manager and Municipal Judge.
- Continue participation on the Vision Keepers Committee as part of the Cottage Grove 2037 Visioning Project.
- Conduct community visioning update.

**MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2020-21**

- Enhanced virtual public meeting capabilities.
- Conducted annual City Manager evaluation.
- Conducted annual Municipal Court Judge evaluation.
- Approved Multi-Unit Property Tax Exemption for 141 dwelling units.
- Approved local small business emergency loan and grant program.
- Provided emergency COVID-19 residential utility assistance funds through H2O program.

**PERFORMANCE MEASUREMENTS**

	<b>Actual 2017-18</b>	<b>Actual 2018-19</b>	<b>Actual 2019-20</b>	<b>Thru 4/2021</b>
<i>Ordinances &amp; Resolutions</i>	44	36	42	32
<i>Council Meetings</i>	21	39	20	18
<i>Public Hearings</i>	11	15	20	0
<i>Work Sessions</i>	6	1	1	4
<i>Agenda Sessions</i>		15	12	10

**City of Cottage Grove  
Fiscal Year 2021-22 Budget**

**001 GENERAL FUND  
001-010 CITY COUNCIL**

**2021-22**

<b>2018-19 ACTUAL</b>	<b>2019-20 ACTUAL</b>	<b>2020-21 BUDGET</b>	<b>DESCRIPTION</b>	<b>PROPOSED</b>	<b>APPROVED</b>	<b>ADOPTED</b>
			<b>MATERIALS AND SERVICES</b>			
0	157	250	70030 ADVERTISING	400	400	400
287	764	7,935	70800 MEETING EXPENSE	1,750	1,750	1,750
140	142	300	71520 TELEPHONE	300	300	300
131	477	600	71600 POSTAGE	500	500	500
100	0	150	72010 OFFICE SUPPLIES	150	150	150
0	0	50	72030 BOOKS, MAPS & PERIODICALS	50	50	50
0	0	2,500	72100 MINOR EQUIPMENT & TOOLS	2,500	2,500	2,500
440	339	500	73600 MISCELLANEOUS SUPPLIES	500	500	500
23,257	23,346	24,000	74100 PROFESSIONAL ASSOC. DUES	24,000	24,000	24,000
4,220	4,515	5,500	74200 EDUCATION & REGISTRATION	5,500	5,500	5,500
11,980	18,130	18,000	74210 TRAVEL & SUBSISTENCE	18,000	18,000	18,000
40,556	47,870	59,785	TOTAL MATERIALS AND SERVICES	53,650	53,650	53,650
<b>40,556</b>	<b>47,870</b>	<b>59,785</b>	<b>TOTAL EXPENDITURES</b>	<b>53,650</b>	<b>53,650</b>	<b>53,650</b>

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**FUND: GENERAL****FUND/DEPARTMENT #: 001-012****CITY MANAGER****OVERVIEW**

The City Manager is the Chief Administrative Officer of the City. The City Manager works under the general direction of the City Council, which establishes policies and ordinances that the City Manager implements and administers. He directs and supervises all activities of the City Departments to the end of obtaining the utmost efficiency in each and implements policy as established by the City Council. The City Manager's Office is responsible to the City Council for the planning, coordination, and overall performance of City services. Public Record maintenance and Election Official responsibilities are performed by the City Recorder in this department.

**DEPARTMENT OPERATIONAL OBJECTIVES**

- Assist the Council in carrying out its responsibilities by providing information and advice and by keeping the Council informed about the performance of City departments. The City Manager attends all Council and Budget Committee meetings.
- Prepare a balanced annual budget. Following the approval by the Budget Committee and adoption by the City Council, including any amendments, the City Manager is responsible for directing the provision of services and implementing the policies in the budget.
- Represent the City to other agencies. The City Manager testifies before the State Legislature on matters of specific interest to the City and general interest to municipalities.
- Provide direct supervision of the work of department heads, Assistant to the City Manager, City Recorder, Library Services and the Community Center.
- Oversee contracted service staff; General Legal Counsel, City Prosecutor and Information Technology Director and administers agreements.
- Administer collective bargaining agreements for three bargaining units with the primary responsibility for labor negotiations.
- Oversee the City departments in evaluation of employees, disciplinary process, and grievance procedures for all City employees. The City Manager coordinates and monitors all recruitment, selection, and termination of City employees. The City Manager recommends wage and salary structures for City employees.
- Maintain permanent personnel files for all City employees.
- Administer the City's Risk Management program related to property, general liability and automobile claims.
- Perform Elections Official duties and handles all City election processes through the City Recorder.
- Oversee the preservation and maintenance of all Public Records and documents by the City Recorder.
- Coordinate all Public Record requests through the City Recorder.
- Meet with and coordinate Youth Advisory Council activities.

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## BUDGET YEAR OBJECTIVES

- Conduct staff-wide cybersecurity training.
- Conduct employee and community earthquake preparedness training.
- Pursue opportunities and partnerships to enhance the availability of community information and services.
- Seek opportunities to increase involvement of youth with City Government through continued support of Youth Advisory Council.
- Coordinate review and updates to Municipal Code.
- Update Personnel Manual.
- Continue putting Municipal Code Supplements on-line for easier access by the public.
- Coordinate use of the Armory.

## MAJOR ACCOMPLISHMENTS – FISCAL YEAR 20-21

- Implemented virtual public meeting platform to address COVID-19 restrictions.
- Hired an Assistant to the City Manager.
- Began posting City Council meetings to YouTube.
- Organized and installed warming shelter location.

## FULL-TIME EQUIVALENT POSITIONS

<i><b>Position</b></i>	<b>Adopted 2018-19</b>	<b>Adopted 2019-20</b>	<b>Adopted 2020-21</b>	<b>Adopted 2021-22</b>
City Manager	1.00	1.00	1.00	1.00
Assistant to the City Manager	0.00	1.00	0.50	1.00
City Recorder	1.00	1.00	1.00	1.00
<b>Total FTE</b>	<b>2.00</b>	<b>3.00</b>	<b>2.50</b>	<b>3.00</b>



## PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>YTD 2019-20</b>	<b>YTD 2020-21</b>
<i>Enhance Beautification of City</i>	<i>Number of "Yards of the Week" selected</i>	21	21	21	13
<i>Maximize citizen communication and outreach on identified key issues</i>	<i>Number of Beeper Show appearances</i>	23	20	18	20
	<i>Number of Friday Updates published</i>	46	49	33	42
	<i>Number of Press Releases issued</i>	4	4	5	4
	<i>Number of Public Record Requests</i>	54	63	37	50
<i>Promote and encourage community events</i>	<i>Number of Special Event Permits</i>	93	65	32	15
<i>Increase use of parks and Armory</i>	<i>Number of Reservations:</i>				
	<i>All-America City Park</i>	29	35	3	0
	<i>Bohemia Park</i>	62	66	32	0
	<i>Coiner Park</i>	60	48	22	0
	<i>Chambers Bridge</i>	0	0	1	0
	<i>Trailhead</i>	1	0	0	0
	<i>Armory</i>	33	40	145	0
<i>Educating Youth about Local Government</i>	<i>Number of YAC members</i>	11	11	11	8
	<i>Number of YAC participating in Youth Academy Day</i>	0	7	0	0



### Did you know?

March 25, 2020 to March 25, 2021  
The City held 327 virtual meetings with 2253 people attending those meetings for a total of 19,082 minutes.

**City of Cottage Grove  
Fiscal Year 2021-22 Budget**

**001 GENERAL FUND  
001-012 CITY MANAGER**

**2021-22**

<b>2018-19 ACTUAL</b>	<b>2019-20 ACTUAL</b>	<b>2020-21 BUDGET</b>	<b>DESCRIPTION</b>	<b>FTE</b>	<b>PROPOSED</b>	<b>APPROVED</b>	<b>ADOPTED</b>
<b>PERSONNEL SERVICES</b>							
135,527	143,700	143,700	60100 CITY MANAGER	1.0	146,430	146,430	146,430
0	0	37,250	60105 ASSISTANT TO CITY MANAGER	1.0	78,750	78,750	78,750
63,204	66,418	67,800	60110 CITY RECORDER	1.0	75,500	75,500	75,500
1,430	5,163	5,120	62010 WORKERS COMPENSATION		2,850	2,850	2,850
199	210	500	62020 UNEMPLOYMENT		610	610	610
14,734	15,433	21,510	62030 FICA		26,170	26,170	26,170
51	49	80	63010 LIFE INSURANCE		100	100	100
43,500	53,145	62,850	63020 RETIREMENT		84,100	84,100	84,100
605	526	900	63030 DISABILITY INSURANCE		835	835	835
45,334	47,685	62,850	63040 HEALTH INSURANCE		78,260	78,260	78,260
1,277	8,042	7,110	63050 DEFERRED COMPENSATION INS		7,600	7,600	7,600
305,860	340,370	409,670	TOTAL PERSONNEL SERVICES	3.0	501,205	501,205	501,205
<b>MATERIALS AND SERVICES</b>							
2,795	5,797	5,000	70510 CODIFICATION EXPENSE		5,000	5,000	5,000
0	0	1,000	71000 CONTRACTUAL SERVICES		1,000	1,000	1,000
75,622	55,272	75,000	71000-001 CONTRACTUAL SERVICES - LEGAL		75,000	75,000	75,000
813	822	1,000	71520 TELEPHONE		1,000	1,000	1,000
50	0	0	71560 COMMUNICATIONS SERVICE		0	0	0
200	215	400	71600 POSTAGE		400	400	400
0	0	400	71710 EQUIPMENT MAINT. & REPAIR		400	400	400
380	1,763	1,500	72000 COMPUTER SERVICE & SUPPLIES		1,500	1,500	1,500
283	620	750	72010 OFFICE SUPPLIES		1,000	1,000	1,000
44	25	300	72030 BOOKS, MAPS, & PERIODICALS		300	300	300
1,405	0	1,500	72100 MINOR EQUIPMENT & TOOLS		1,500	1,500	1,500
552	173	500	73600 MISCELLANEOUS SUPPLIES		750	750	750
1,512	1,686	2,250	74100 PROFESSIONAL ASSOCIATION DUES		3,000	3,000	3,000
1,565	2,393	5,000	74200 EDUCATION & REGISTRATION FEES		5,000	5,000	5,000
4,276	4,189	15,000	74210 TRAVEL & SUBSISTENCE		15,000	15,000	15,000
408	347	500	74220 YAC PROJECT EXPENSE		500	500	500
0	500	500	74225 YAC SCHOLARSHIP		500	500	500
89,905	73,802	110,600	TOTAL MATERIALS AND SERVICES		111,850	111,850	111,850
<b>395,765</b>	<b>414,172</b>	<b>520,270</b>	<b>TOTAL EXPENDITURES</b>		<b>613,055</b>	<b>613,055</b>	<b>613,055</b>

**FINANCE****OVERVIEW**

The Finance Department is responsible for providing timely and accurate financial information to the citizens of Cottage Grove, management, the City Council, the Budget Committee, and other external users. The primary functions include accounting, budgeting, managing cash investments and debt, processing accounts payable and receivables, processing payroll for all City departments, maintaining the official financial records, legal documents and archives of the finance department, and financial reporting. Finance oversees the management of the telephones, utility billing, including collections of receivables, municipal court administration, and the operations of Middlefield Golf Course Pro Shop.

**OPERATIONAL OBJECTIVES**

- Serve as the central information desk to provide general assistance and information at City Hall and to promote tourism.
- Oversee the preparation of the City-wide budget, assisting each department. Develop budget content and the budget calendar. Develop financial projections.
- Maintain the accounting and financial records of the City.
- The department assists with the preparation of the Comprehensive Annual Financial Report. A firm of independent CPAs audits each year's Comprehensive Annual Financial Report.
- Manage the City's cash flow to meet operational requirements and invest idle funds in accordance with an approved investment policy.
- Prepare and issue monthly and mid-month payroll checks and/or electronic transfer for employees and file all required state, federal, and benefit reports.
- Process water, wastewater, storm drainage, and wireless internet billings and collections, updating billing software programs as needed.
- Process all Accounts Receivable invoices and payments, including collections.
- Prepare purchase orders and invoices for payment, compile support data, and produce the monthly payments for all City accounts payable.
- Identify fixed assets and develop depreciation schedules.
- Manage assessment and local improvement billings and collections.
- Process dog licenses and parking permits.

**BUDGET YEAR OBJECTIVES**

- Assist with the preparation of the FY 2020-21 Comprehensive Annual Financial Report in a format that meets the qualifications to receive the Government Finance Officers' Association (GFOA) Certificate of Achievement in Financial Reporting. Produce report no later than December 31, 2021.
- Meet all operational objectives by stream lining processes where possible, improving our ability to provide service electronically, including additional fillable on-line forms that can be submitted from the website.
- Continue to develop forms in both English and Spanish to better serve our customers.

## MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2020-21

- Credit card payments can now be taken at the finance counter for dog licenses, parking permits, parking tickets, accounts receivable, police reports, fingerprinting, and other miscellaneous items for a fee.
- The FY 2019-20 Comprehensive Annual Financial Report was issued in a timely manner.

## SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2020-21

- No significant budget changes.

## FULL-TIME EQUIVALENT POSITIONS

<i><b>Position</b></i>	<b>Adopted 2018-19</b>	<b>Adopted 2019-20</b>	<b>Adopted 2020-21</b>	<b>Adopted 2021-22</b>
Finance Director	1.00	1.00	1.00	1.00
Accounting Technician	1.00	1.00	1.00	1.00
Payroll/HR Specialist	0.74	0.74	0.74	0.50
Finance Clerks	0.57	0.81	1.07	0.83
<b>Total FTE</b>	<b>3.31</b>	<b>3.55</b>	<b>3.81</b>	<b>3.33</b>



## DID YOU KNOW?

With the onset of COVID many customers had to find a different way to make their utility payments, as City Hall was closed. Now that City Hall is open to the public the trend of making payments without in-person contact has continued. These are the various ways that a utility billing can be paid, both in-person and contactless:

- Via check or money order either in person, through the after-hours drop slot or by mail.
- Via cash in person.
- Via debit or credit card either in person, online through the payment portal or over the phone with an employee in the Finance Department. There is no additional fee to pay using a debit or credit card.

## PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2017-18	Actual 2018-19	Actual 2019-20	Estimate 2020-21	Estimate 2021-22
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Maintain high levels of financial integrity	Independent Auditor Opinion	unqualified	unqualified	unqualified	unqualified	unqualified
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Deliver efficient, effective financial services	Actual cost to deliver financial services	\$ 344,770	\$ 359,075	\$ 377,767	\$ 452,725	\$ 448,145
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Costs to deliver financial services as percentage of total City operating budget	1.2%	1.0%	1.0%	1.1%	1.1%
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<i>Strategy</i>	<i>Measure</i>	Actual 2017-18	Actual 2018-19	Actual 2019-20	Estimate 2020-21	Estimate 2021-22
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Provide services to departments meeting their needs and employee expectations.	Payable checks issued	2,800	2,820	2,852	2,880	2,750
	Payroll checks issued	25	25	35	45	30
	Payroll checks issued by electronic transfer	1,945	2,105	2,075	2,200	2,150

<i>Strategy</i>	<i>Measure</i>		Billings Generated	Late Notices	Actual Disconnects	% to Bills Generated
Reduce number of disconnects.	Number of bills generated, **	May-20	3,950	232	-	0.00%
	late notices mailed, vs	Jun-20	3,958	196	34	0.86%
	actual shut-offs on	Jul-20	3,964	195	29	0.73%
	disconnect day.	Aug-20	3,972	193	41	1.03%
		Sep-20	3,979	224	34	0.85%
		Oct-20	3,957	177	33	0.83%
	*	Nov-20	3,954	209	-	0.00%
	*	Dec-20	3,951	241	-	0.00%
		Jan-21	3,941	220	63	1.60%
		Feb-21	3,945	226	25	0.63%
		Mar-21	3,946	210	37	0.94%
		Apr-21	3,969	171	48	1.21%

\* Courtesy Calls Made

\*\*Due to COVID-19, disconnects were not done and calls were made.

	Actual 2017-18	Actual 2018-19	Actual 2019-20	Actual 2020-21
Total Customers	3,767	3,848	3,915	3,982
New Services	24	22	44	45
Turn On/Off Requests	1,175	1,013	1,165	1,100
Delinquent Offs	371	340	372	410

**City of Cottage Grove  
Fiscal Year 2021-22 Budget**

**001 GENERAL FUND  
001-016 FINANCE**

			2021-22				
2018-19	2019-20	2020-21					
ACTUAL	ACTUAL	BUDGET	DESCRIPTION	FTE	PROPOSED	APPROVED	ADOPTED
			PERSONNEL SERVICES				
101,172	106,244	108,900	60205 FINANCE DIRECTOR	1.0	113,250	113,250	113,250
50,772	51,322	54,300	60211 ACCOUNTING TECH	1.0	54,850	54,850	54,850
35,403	41,093	50,800	60215 PAYROLL-HR SPECIALIST	0.50	34,660	34,660	34,660
18,657	21,933	42,750	60250 FINANCE CLERK	0.83	36,330	36,330	36,330
411	591	650	62010 WORKERS' COMPENSATION		670	670	670
207	221	520	62020 UNEMPLOYMENT		4,850	4,850	4,850
15,598	16,695	22,205	62030 FICA		20,700	20,700	20,700
51	49	100	63010 LIFE INSURANCE		75	75	75
34,158	45,123	51,280	63020 RETIREMENT		60,600	60,600	60,600
528	489	750	63030 DISABILITY INSURANCE		570	570	570
44,743	47,092	48,375	63040 HEALTH INSURANCE		50,300	50,300	50,300
1,012	2,124	4,375	63050 DEFERRED COMPENSATION		4,655	4,655	4,655
302,711	332,977	385,005	TOTAL PERSONNEL SERVICES	3.33	381,510	381,510	381,510
			MATERIALS AND SERVICES				
23,318	22,920	25,620	70100 AUDIT EXPENSE		26,385	26,385	26,385
567	849	850	70200 BUDGET PROCESS & DOCUMENT		850	850	850
12,188	438	14,250	71000 CONTRACTUAL SERVICES		14,500	14,500	14,500
1,960	1,980	2,000	71520 TELEPHONE		2,000	2,000	2,000
1,994	2,361	2,500	71600 POSTAGE		2,500	2,500	2,500
4,929	5,103	5,000	71710 EQUIPMENT MAINTENANCE & REPAIR		5,000	5,000	5,000
2,151	2,883	6,000	72000 COMPUTER SERVICE & SUPPLIES		4,000	4,000	4,000
4,997	4,104	5,000	72010 OFFICE SUPPLIES		5,000	5,000	5,000
40	0	100	72030 BOOKS, MAPS & PERIODICALS		100	100	100
1,025	755	1,000	72100 MINOR EQUIPMENT & TOOLS		1,000	1,000	1,000
531	241	600	73600 MISCELLANEOUS SUPPLIES		500	500	500
599	320	800	74100 PROFESSIONAL ASSOC. DUES		800	800	800
970	2,232	2,500	74200 EDUCATION & REGISTRATION		2,500	2,500	2,500
1,094	604	1,500	74210 TRAVEL & SUBSISTENCE		1,500	1,500	1,500
56,363	44,790	67,720	TOTAL MATERIALS AND SERVICES		66,635	66,635	66,635
359,075	377,767	452,725	TOTAL EXPENDITURES		448,145	448,145	448,145

**CITY MANAGER****COMMUNITY SERVICES****OVERVIEW**

Community Services Department facilitates coordinating community programs sponsored by non-profit, faith-based, and other organizations that address the needs of at-risk populations in the community and enhances volunteer opportunities for those served by the programs and for community members to serve. The Community Center strives to provide a variety of affordable, accessible, and well-maintained facilities available for public and private use. The Center works to support the needs of the community for recreational, cultural, and social opportunities for all ages and abilities. The Community Coordinator and Community Coordinator Assistant provide staff support to the Vision Keepers.

**OPERATIONAL OBJECTIVES**

- Coordinate with non-profit, faith-based, and other organizations providing services within the community.
- Develop and promote volunteer opportunities in the community.
- Sponsor recreational and educational opportunities for youth, seniors, and people of all ages in the Cottage Grove area and beyond.
- Provide affordable meeting space for after school programs, community groups, businesses, non-profits, and individuals.
- Rent space for the Cottage Grove Senior Center, Cottage Grove Genealogical Society Library, Senior and Disability Services, and South Valley Athletics.
- Cooperating with other governmental/educational agencies to offer space for classes, workshops, and meetings.
- Work on Community Special Events including Halloween on Main Street.

**BUDGET YEAR OBJECTIVES**

- Reopen remodeled Community Center when appropriate.
- Manage operations of the Senior Center through a partnership with Senior Center Board.
- Partner with South Valley Athletics to develop and promote programs for youth and adults in our community.
- Continue developing programs to coordinate community efforts of non-profit, faith-based, and other organizations addressing the needs for community members.
- Expand volunteer opportunities throughout the community.
- Coordinate efforts with Police and Public Works & Development Departments.
- Develop Mobile Shower Program in partnership with Community Sharing.
- Continue partnerships with Cottage Grove Public Library, Lane Community College, South Lane School District, Cottage Grove Area Chamber of Commerce, Cottage Grove Historical Society, South Lane Mental Health, Looking Glass, 90 by 30, South Valley Athletics, Senior and Disability Services, and other community partners.
- Support and promote coordination of services among Community Center tenants.

## MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2020-21

- Interior of building painted and carpeted.
- Created a new space for Senior and Disability Services and Genealogical Library.
- Added South Valley Athletics as a new tenant.
- Purchased an ADA-compliant Mobile Shower/Restroom Trailer.
- The South Lane County Resource Guide was updated, published and distributed to local schools and non-profit organizations. This guide is an attempt to list all the social service resources that are available within South Lane County. The online version was upgraded to a new format and is updated regularly.
- Hosted COVID-19 testing site for Whitebird Clinic and Lane County.
- Partnered with a local pharmacy to coordinate and offer weekly COVID-19 Vaccination Clinics at Bohemia Park.
- Partnered with the Police Department for fire evacuee donations.
- Collaborated with Lane County and Community Sharing on the Warming Shelters.
- Collaborated with South Lane County Street Outreach Team to work with the unhoused population.

## FULLTIME EQUIVALENT POSITIONS

<i><b>Position</b></i>	<b>Adopted 2018-19</b>	<b>Adopted 2019-20</b>	<b>Adopted 2020-21</b>	<b>Adopted 2021-22</b>
Community Coordinator	1.00	1.00	1.00	1.00
Community Coordinator Assistant	0.00	1.00	1.00	1.00
Part Time Community Assistants	0.00	1.13	0.00	0.00
<b>Total FTE</b>	<b>1.00</b>	<b>3.13</b>	<b>2.00</b>	<b>2.00</b>

## PERFORMANCE MEASUREMENTS

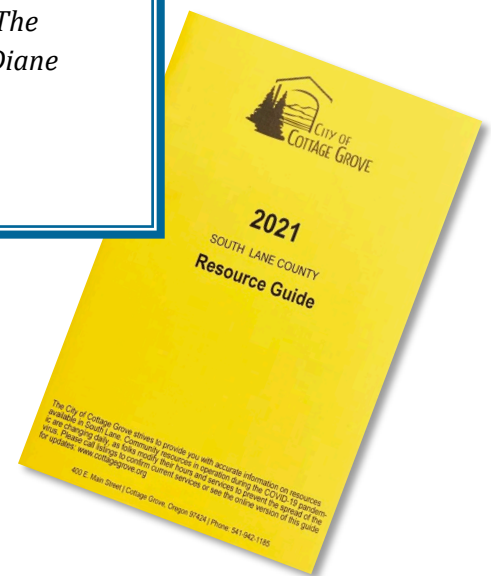
<i><b>Strategy</b></i>	<i><b>Measure</b></i>	<b>Actual 2017-18</b>	<b>Actual 2019-20</b>	<b>Estimate 2020-21</b>	<b>Estimate 2021-22</b>
<i>Support needs of community for recreational, cultural, and social opportunities, all ages.</i>	Useage by -				
	Non-profit groups	69	52	0	30
	Other groups	65	46	0	25
	Parties/Receptions	45	20	0	20
	Government meetings	29	15	0	15
	Miscellaneous classes	19/WK	19	0	15
	Number of Art Shows	5	2	0	1
	Electronic message board requests	280	220	50	50
	Therapy pool use (in hours)	2,075	172	0	0





## DID YOU KNOW?

*The City compiled the information for the 2021 South Lane County Resource Guide. The Resource Guide is available in the published book format as well as a digital version that is regularly updated. There were 2,500 copies of the Resource Guide that were printed and distributed. The Resource Guide is printed in honor and memory of Diane Missar.*



**City of Cottage Grove  
Fiscal Year 2021-22 Budget**

**001 GENERAL FUND  
001-052 COMMUNITY SERVICES**

2018-19 ACTUAL	2019-20 ACTUAL	2020-21 BUDGET	DESCRIPTION	FTE	2021-22		
					PROPOSED	APPROVED	ADOPTED
PERSONNEL SERVICES							
60,000	66,144	67,500	60165 COMMUNITY COORDINATOR	1.00	73,690	73,690	73,690
0	36,235	39,750	60170 COMMUNITY COORDINATOR ASST	1.00	41,825	41,825	41,825
13,202	0	0	61010 REGULAR PART-TIME WORKER		0	0	0
755	1,894	1,940	62010 WORKERS' COMPENSATION		1,980	1,980	1,980
75	103	220	62020 UNEMPLOYMENT		250	250	250
5,700	7,499	9,275	62030 FICA		9,995	9,995	9,995
32	50	80	63010 LIFE INSURANCE		55	55	55
7,829	16,462	21,310	63020 RETIREMENT		30,625	30,625	30,625
348	432	715	63030 DISABILITY INSURANCE		560	560	560
16,242	37,171	38,010	63040 HEALTH INSURANCE		38,745	38,745	38,745
616	1,323	2,300	63050 DEFERRED COMPENSATION		3,025	3,025	3,025
104,797	167,314	181,100	TOTAL PERSONNEL SERVICES	2.00	200,750	200,750	200,750
MATERIALS & SERVICES							
0	0	800	70031 EVENTS & ADVERTISING		1,200	1,200	1,200
739	618	1,000	71000 CONTRACTUAL SERVICES		2,000	2,000	2,000
0	0	0	71000-005 CONTRACTUAL SVS -COMM. REC.		15,000	15,000	15,000
11,966	10,623	9,500	71500 ELECTRICITY		7,000	7,000	7,000
2,628	2,278	2,750	71520 TELEPHONE		2,500	2,500	2,500
2,764	2,675	3,250	71530 NATURAL GAS		2,900	2,900	2,900
0	0	0	71600 POSTAGE		500	500	500
204	325	1,000	71710 EQUIPMENT MAINT. & REPAIR		1,000	1,000	1,000
1,676	383	2,000	72000 COMPUTER SERVICE & SUPPLIES		2,000	2,000	2,000
297	170	500	72010 OFFICE SUPPLIES		500	500	500
44	0	250	72030 BOOKS-MAPS-PERIODICALS		250	250	250
90	0	400	72100 MINOR EQUIPMENT & TOOLS		400	400	400
2,314	388	0	72420 POOL SUPPLIES		0	0	0
0	113	750	72700 MEETING EXPENSE		750	750	750
778	1,118	1,000	73600 MISCELLANEOUS SUPPLIES		1,000	1,000	1,000
300	10	1,000	74200 EDUCATION & REGISTRATION FEES		1,000	1,000	1,000
15	0	1,000	74210 TRAVEL & SUBSISTANCE		1,000	1,000	1,000
23,815	18,701	25,200	TOTAL MATERIALS & SERVICES		39,000	39,000	39,000
128,612	186,015	206,300	TOTAL EXPENDITURES		239,750	239,750	239,750

**FUND: GENERAL****FUND/DEPARTMENT #: 001-054****CITY MANAGER****COMMUNITY PROMOTIONS****OVERVIEW**

Community Promotions was established to account for expenditures related to special interest projects in the community other than the usual City services. Donations made to specific agencies from General Fund revenues are made from this fund. In addition, funds are spent from the County Rural Tourism revenue the City receives specifically for community promotion and tourism.

**OPERATIONAL OBJECTIVES**

- Allocate a portion of Room Tax revenue to the Chamber of Commerce to promote tourism.
- Contribute to local special community organization projects annually for the betterment of the community.
- Expend grant funding received from Lane County Room Tax for rural tourism.

**BUDGET YEAR OBJECTIVES**

- Continue our partnership with the Cottage Grove Chamber of Commerce to promote tourism using room tax revenue.
- Support the continued operation of community programs at the Warren H. Daugherty Aquatic Center.
- Provide funding assistance for development of a new Looking Glass facility.
- Partner with Senior and Disability Services to relocate services.
- Funding for Urban Forestry and Arbor Day moved to the Development Department.
- Partner with South Valley Athletics to provide office space and recreation funding.
- Seek opportunities to aid pandemic recovery by partnering with Chamber, Travel Lane County and other groups.

**MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2020-21**

- Partnered with the Main Street Program and Chamber of Commerce to hold the “Trick or Treat on Main.”
- Funded an advertising page for Cottage Grove in the Travel Lane County Visitor Guide.
- Remodeled the Community Center and installed new carpet.
- Assisted with Cottage Grove is Open promotions for businesses during pandemic.

**WARREN H. DAUGHERTY AQUATIC CENTER**

	2014	2015	2016	2017	2018*	2019**	2020***	2021****
<b>Public</b>								
<b>Attendance</b>	40,472	41,377	42,000	42,500	20,290	8,641	7,318	0

Public Attendance includes all participants in swim lessons, adult fitness classes, lap swim, family swim, rec swim, swim club, and pool rentals. Pool rentals were not included in the average weekly hours since they vary week to week. \*Half year closed for renovations. \*\* October – December  
 \*\*\* January – February. \*\*\*\*Closed due to COVID-19 pandemic restrictions.



## DID YOU KNOW?



***The City of Cottage Grove sponsors the Community page in the Eugene, Cascades & Coast Visitor Guide. 120,000 Visitor Guides are distributed each year to visitors.***

**City of Cottage Grove  
Fiscal Year 2021-22 Budget**

**001 GENERAL FUND  
001-054 COMMUNITY PROMOTIONS**

2018-19 ACTUAL	2019-20 ACTUAL	2020-21 BUDGET	DESCRIPTION	2021-22		
				PROPOSED	APPROVED	ADOPTED
			MATERIALS AND SERVICES			
33,147	28,093	42,000	76105 CHAMBER OF COMMERCE	37,000	37,000	37,000
185	0	0	76106 ARBOR WEEK/EARTH DAY ACTIVITIES	0	0	0
5,000	5,000	5,000	76107 SOUTH LANE WHEELS	5,000	5,000	5,000
22,053	16,474	31,000	76122 RURAL TOURISM GRANT PROJECTS	30,000	30,000	30,000
0	1,500	1,500	76123 FAMILY RELIEF NURSERY	1,500	1,500	1,500
0	18,547	0	76124 BOHEMIA MINING DAYS PROJECT	0	0	0
3,000	3,000	3,000	76136 COMMUNITY SHARING	3,000	3,000	3,000
500	0	0	76148 URBAN FORESTRY	0	0	0
50,000	145,000	75,000	76155 COMMUNITY POOL SUPPORT	75,000	75,000	75,000
3,482	5,103	1,000	77125 COMMUNITY EVENTS EXPENSE	1,500	1,500	1,500
0	0	15,000	77132 LOOKING GLASS SUPPORT	0	0	0
0	0	0	77134 HUERTO DE LA FAMILIA SUPPORT	0	5,000	5,000
117,368	222,716	173,500	TOTAL MATERIALS AND SERVICES	153,000	158,000	158,000
<b>117,368</b>	<b>222,716</b>	<b>173,500</b>	<b>TOTAL EXPENDITURES</b>	<b>153,000</b>	<b>158,000</b>	<b>158,000</b>



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**FUND: GENERAL**

**FUND/DEPARTMENT #: 001-020**

## **POLICE OPERATIONS**

### **OVERVIEW**

Police Operations (Patrol/Investigations Divisions) provides twenty-four hours a day, seven days a week uniformed response to emergency and non-emergency calls for service. Operations also oversees a 10-bed municipal jail facility. The Patrol Division includes the Chief, Captain, three Sergeants, one Detective, eleven Patrol Officers, one K-9 Officer and two Community Service Officers. The Investigation Division is responsible for investigating all major crimes, all crime requiring special attention and/or lengthy investigation, scene processing and photography. Some criminal investigations concerning the possession, manufacture, and delivery of controlled substances (narcotics) are also handled by the Investigations Division. The goal of Patrol and Investigations is to aggressively investigate crime in an effort to create an environment where all individuals feel safe to live, work, and recreate.

### **OPERATIONAL OBJECTIVES**

- Minimize the loss of life and property by immediate response to emergency calls for service, and respond to non-emergency calls as quickly as practical.
- Increase traffic safety through enforcement and safety education procedures.
- Investigate crimes to facilitate case clearance, property recovery, and prosecution of offenders.
- Ensure access to public parking through enforcement of parking regulations.
- Provide internal leadership, strategic planning, and staff and policy development.
- Work closely with the Municipal Court, County, State, and Federal law enforcement.
- Assist in the delivery of police services to the community by maintaining effective records and property/evidence control systems.
- Communicate effectively between the department and the City Manager's Office, City Council, and community to meet and respond to the community's needs.
- Provide budget, planning, and research information to ensure public safety.
- Continue Community Policing objective.
- Maintain a 10-bed local correctional facility/municipal jail.

### **BUDGET YEAR OBJECTIVES**

- Maintain 24 hour a day, 7 day a week police patrol with a minimum staffing of two officers per shift.
- Increase number of volunteers for Civilian Volunteer program.
- Recruit and accept applications for Reserve Police Officer Program
- Continue programs related to community outreach based on COVID restrictions (Kickin' It with Cops, Coffee with a Cop, reading with grade school classes, Emergency Preparedness Fair, etc.)

### MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2020-2021

- Backup generator installed for evidence/property building
- Move refrigerator and freezer evidence/ property from police department to the new evidence building.
- About 1000 pounds including drugs, paraphernalia, documents, and other items not suited for auction were incinerated.
- Replaced 8 Computer processing units in dispatch, patrol, and command area.
- Purchased 3 lease return Patrol vehicles, 1 Chevrolet 4x4 Tahoe and 2 Ford Interceptor AWD SUVs.

### SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2021-2022

- Purchase 2 new Ford Interceptor AWD SUVs.
- Purchase 2 new Motorola handheld portable digital radios.
- Purchase 2 new Motorola mobile (in car) digital radios for above new vehicles.

### FULL-TIME EQUIVALENT POSITIONS

<i><b>Position</b></i>	<b>Adopted 2018-19</b>	<b>Adopted 2019-20</b>	<b>Adopted 2020-21</b>	<b>Adopted 2021-22</b>
Police Chief	0.80	0.80	0.80	0.80
Police Captain	1.70	1.70	0.85	0.85
Police Sergeants	1.80	1.80	2.70	2.70
Patrol Officers	13.00	13.00	13.00	13.00
Administrative Aide	0.75	0.75	0.75	0.75
Records Coordinator	1.00	1.00	1.00	1.00
Evidence Coordinator	1.00	1.00	1.00	1.00
Community Service Officers	1.13	1.40	1.40	1.40
<b>Total FTE</b>	<b>21.18</b>	<b>21.45</b>	<b>21.50</b>	<b>21.50</b>



## PERFORMANCE MEASUREMENTS

Strategy	Measure	2017-18	2018-19	2019-20	YTD 3-31-20
					2020-21
Provide efficient response to emergency and non-emergency calls for service, including other agencies	Number of 911 calls	3,074	3,165	7,806	5,705
	Police Department Calls	14,020	13,167	16,272	15,596
	Ambulance & Fire Calls	1,572	1,585	1,540	1,223
Provide law enforcement services ensuring public safety within the community	Case Numbers Generated	3,925	3,690	2,924	2,080
	Log Numbers Recorded	8,962	8,704	15,687	15,734
	Arrests	1,003	871	563	478
	Traffic Stops	1,645	1,656	2,507	2,297
	Traffic Citations	404	490	474	386
	Written Warnings	1,078	804	1,143	1,284
	Parking Citations	333	95	154	69
	Tavern/Bar Checks	213	217	117	35
	Vacation Checks	28	22	28	15
	Dogs Impounded	115	112	126	72
Provide an efficient tracking system for inmate prescription purchases and costs for medical treatment	Costs of inmate medical treatment	\$ 3,075.00	\$ 2,427.32	\$ 4,353.00	0.00 *

\* Due to COVID inmates were not being held in the jail facility.

**City of Cottage Grove  
Fiscal Year 2021-22 Budget**

**001 GENERAL FUND  
001-020 POLICE OPERATIONS**

**2021-22**

<b>2018-19 ACTUAL</b>	<b>2019-20 ACTUAL</b>	<b>2020-21 BUDGET</b>	<b>DESCRIPTION</b>	<b>FTE</b>	<b>PROPOSED</b>	<b>APPROVED</b>	<b>ADOPTED</b>
<b>PERSONNEL SERVICES</b>							
84,854	90,874	93,200	60500 POLICE CHIEF	0.80	96,850	96,850	96,850
148,817	109,780	81,800	60510 POLICE CAPTAIN	0.85	86,050	86,050	86,050
142,849	154,653	202,600	60520 POLICE SERGEANT	2.70	210,850	210,850	210,850
692,079	777,615	821,500	60530 PATROL OFFICERS	13.00	858,845	858,845	858,845
26,203	36,801	56,700	60531 COMMUNITY SERVICE OFFICER	1.40	57,900	57,900	57,900
38,490	42,411	45,500	60540 ADMINISTRATIVE AIDE	0.75	47,675	47,675	47,675
98,932	105,048	107,160	60541 RECORDS/EVIDENCE COORDINATOR	2.00	111,430	111,430	111,430
141,552	110,424	139,200	61100 OVERTIME		143,400	143,400	143,400
26,471	39,184	44,160	61200 HOLIDAY PAY		45,540	45,540	45,540
19,164	38,835	38,050	62010 WORKERS' COMPENSATION		39,200	39,200	39,200
1,402	1,469	3,180	62020 UNEMPLOYMENT		3,330	3,330	3,330
105,052	110,057	137,550	62030 FICA		143,760	143,760	143,760
484	460	650	63010 LIFE INSURANCE		700	700	700
297,217	352,590	383,200	63020 RETIREMENT		490,925	490,925	490,925
5,197	4,756	7,180	63030 DISABILITY INSURANCE		5,575	5,575	5,575
403,209	431,546	483,975	63040 HEALTH INSURANCE		497,900	497,900	497,900
4,416	10,365	7,300	63050 DEFERRED COMPENSATION		13,100	13,100	13,100
2,236,387	2,416,867	2,652,905	TOTAL PERSONNEL SERVICES	21.50	2,853,030	2,853,030	2,853,030
<b>MATERIALS AND SERVICES</b>							
12,782	0	14,000	70700 LABOR NEGOTIATIONS		14,000	14,000	14,000
6,180	1,196	2,000	70900 PRINTING, BINDING & COPYING		2,000	2,000	2,000
34,840	40,775	38,000	71000 CONTRACTUAL SERVICES		48,000	48,000	48,000
14,331	12,324	13,000	71210 CLOTHING ALLOWANCE		13,000	13,000	13,000
1,034	177	1,500	71220 CLEANING ALLOWANCE		1,500	1,500	1,500
39	0	0	71225 CELL PHONE ALLOWANCE		0	0	0
23,839	18,690	25,750	71520 TELEPHONE		24,000	24,000	24,000
11,766	11,580	12,000	71525 WIRELESS MOBILE DATA		13,000	13,000	13,000
34,380	31,227	40,000	71540 FUEL & LUBRICANTS		42,000	42,000	42,000
470	582	1,400	71600 POSTAGE		1,000	1,000	1,000
283	1,683	3,000	71710 EQUIPMENT MAINT. & REPAIR		3,000	3,000	3,000
17,527	32,768	26,000	71720 VEHICLE MAINT. & REPAIR		30,000	30,000	30,000
15,125	7,025	5,000	71730 RADIO MAINT. & REPAIR		5,000	5,000	5,000
9,970	22,194	10,000	72000 COMPUTER SERVICE & SUPPLIES		10,000	10,000	10,000
3,646	2,417	3,530	72010 OFFICE SUPPLIES		3,500	3,500	3,500
608	83	1,000	72030 BOOKS, MAPS & PERIODICALS		1,000	1,000	1,000
18,915	7,451	10,518	72100 MINOR EQUIPMENT & TOOLS		10,000	10,000	10,000
405	3,672	2,766	72510 SAFETY EQUIPMENT		1,500	1,500	1,500
25,177	27,031	40,393	72800 JAIL SUPPLIES AND EXPENSE		34,000	34,000	34,000
0	0	0	72850 INMATE MEDICAL EXPENSES		6,000	6,000	6,000
7,722	11,183	7,200	73400 FIREARM SUPPLIES		7,000	7,000	7,000
0	0	100	73420 CREDIT CARD PROCESSING FEE		100	100	100
2,088	288	2,000	73450 FIREARMS		2,000	2,000	2,000
2,747	3,287	1,716	73600 MISCELLANEOUS SUPPLIES		1,000	1,000	1,000
770	2,259	1,500	74100 PROFESSIONAL ASSOC. DUES		1,500	1,500	1,500
4,153	1,668	7,500	74200 EDUCATION & REGISTRATION		7,500	7,500	7,500
5,215	3,025	7,528	74210 TRAVEL & SUBSISTENCE		7,500	7,500	7,500
3,935	1,995	1,700	74300 EMPLOYEE MEDICAL EXAMS		2,000	2,000	2,000
500	500	500	74400 RECRUITMENT EXPENSE		500	500	500
0	0	1,500	74520 POLICE RESERVE PROGRAM		3,000	3,000	3,000
8,728	9,232	8,800	74710 INVESTIGATION EXPENSE		7,500	7,500	7,500

**City of Cottage Grove  
Fiscal Year 2021-22 Budget**

**001 GENERAL FUND  
001-020 POLICE OPERATIONS**

**2021-22**

<b>2018-19 ACTUAL</b>	<b>2019-20 ACTUAL</b>	<b>2020-21 BUDGET</b>	<b>DESCRIPTION</b>	<b>FTE</b>	<b>PROPOSED</b>	<b>APPROVED</b>	<b>ADOPTED</b>
0	0	1,000	74720 INFORMANTS		1,000	1,000	1,000
3,365	3,202	4,000	74760 K-9 EXPENSE		14,000	14,000	14,000
3,939	5,060	0	74770 STORAGE FACILITY EXPENSE		0	0	0
2,662	1,924	2,000	76000 ANIMAL CONTROL		2,000	2,000	2,000
2,834	2,395	2,500	77110 COMMUNITY POLICING		2,500	2,500	2,500
279,971	266,892	299,401	TOTAL MATERIALS AND SERVICES		321,600	321,600	321,600
			CAPITAL OUTLAY				
0	16,600	75,000	84000 MOTOR VEHICLES		125,000	125,000	125,000
13,280	3,350	18,100	84030 COMPUTER EQUIPMENT		18,500	18,500	18,500
0	0	10,000	84040 RADIO EQUIPMENT		31,000	31,000	31,000
13,280	19,950	103,100	TOTAL CAPITAL OUTLAY		174,500	174,500	174,500
<b>2,529,638</b>	<b>2,703,710</b>	<b>3,055,406</b>	<b>TOTAL EXPENDITURES</b>		<b>3,349,130</b>	<b>3,349,130</b>	<b>3,349,130</b>



**MUNICIPAL COURT****OVERVIEW**

The Court is responsible for administering the legal process as it relates to enforcing City ordinances and traffic laws within the City limits. The Municipal Court Judge adjudicates misdemeanors, municipal ordinance violations, and traffic citations issued and charged by the Cottage Grove Police Department as well as by private citizens. Court appearances, hearings and trials, including notification of attorney, police officers, defendants, witnesses, and jurors, are scheduled by the Court.

**OPERATIONAL OBJECTIVES**

- Operate the Court in an efficient manner, seeking to improve efficiency and effectiveness of the Court.
- Provide the defendant with an understanding of the nature of the charges they face, what choices they have and what the possible consequences are, and how to avoid future problems.
- Strive to educate and rehabilitate individuals who appear in Court.
- Enter all cases from the Police Department, including information about convictions, suspension of driver's license, and criminal records.
- File and monitor continuances, diversions, deferred sentencing, and probations.
- Enter and maintain warrants issued.
- Compile jury lists and schedule jury as needed.
- Maintain the accounting and financial records of the Municipal Court.
- Maximize collection efforts for fines and fees levied.
- Work cooperatively with Police Department, City Attorney, Finance, and a variety of other City departments.

**BUDGET YEAR OBJECTIVES**

- Actively pursue the collection of past due fines and restitution.
- Actively seek new procedures and resources to assist defendants with mental health issues.
- Increase access to justice.
- Pursue new options in the community for defendants to complete community service.
- Update Court website.

**MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2020-21**

- Court Clerk completed online training in Incode software.
- Successfully continued Court operations during pandemic.
- Increased the number of court appointed attorneys available to three.
- Added an available Mam interpreter who appears remotely from Portland.

## FULL-TIME EQUIVALENT POSITIONS

<i>Position</i>	<b>Adopted 2018-19</b>	<b>Adopted 2019-20</b>	<b>Adopted 2020-21</b>	<b>Adopted 2021-22</b>
Municipal Court Clerk	0.74	0.74	0.74	0.74
<b>Total FTE</b>	<b>0.74</b>	<b>0.74</b>	<b>0.74</b>	<b>0.74</b>



## DID YOU KNOW?

The most common form of distracted driving occurs from texting and using a cell phone while driving. According to the Oregon Department of Transportation in 2018 there were 13,086 convictions for the offense of using a mobile electronic device. During the years 2014-2018 there were 13,603 crashes in which 137 fatalities and 20,992 injuries occurred involving distracted driving.

Oregon's Distracted Driving Law states for the 1<sup>st</sup> Offense that doesn't contribute to a crash is a Class B Violation with a maximum fine of \$1,000.00. The 2<sup>nd</sup> offense, or if the first offense contributes to a crash, is a Class A violation with a maximum fine of \$2,000.00. A third offense within ten years is a Class B misdemeanor and could result in a maximum fine of \$2,500.00 and include six months in jail.

## PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2017-18</b>	<b>Actual 2018-19</b>	<b>Actual 2019-20</b>	<b>YTD 2020-21</b>
Provide for efficient use of court resources	Cases/Violations Filed	1564	1513	1545	1245
	Cases/Violations closed	671	570	814	614
Maximize collection efforts of fines and fees levied	Total Fines assessed	\$ 202,334	\$ 231,369	\$ 293,682	\$ 304,932
	Total fines collected	\$ 127,974	\$ 148,451	\$ 179,644	\$ 146,798

**City of Cottage Grove  
Fiscal Year 2021-22 Budget**

**001 GENERAL FUND  
001-022 MUNICIPAL COURT**

**2021-22**

<b>2018-19 ACTUAL</b>	<b>2019-20 ACTUAL</b>	<b>2020-21 BUDGET</b>	<b>DESCRIPTION</b>	<b>FTE</b>	<b>PROPOSED</b>	<b>APPROVED</b>	<b>ADOPTED</b>
			<b>PERSONNEL SERVICES</b>				
32,232	34,565	36,550	60220 COURT CLERK	0.74	40,165	40,165	40,165
90	116	120	62010 WORKERS' COMPENSATION		125	125	125
33	35	75	62020 UNEMPLOYMENT		90	90	90
2,500	2,644	3,175	62030 FICA		3,475	3,475	3,475
3,705	4,794	5,100	63020 RETIREMENT		8,250	8,250	8,250
38,560	42,154	45,020	TOTAL PERSONNEL SERVICES	0.74	52,105	52,105	52,105
			<b>MATERIALS AND SERVICES</b>				
25,200	25,200	25,500	71000 CONTRACTUAL SERVICES		25,500	25,500	25,500
346	354	400	71520 TELEPHONE		400	400	400
764	915	1,000	71600 POSTAGE		1,000	1,000	1,000
6,866	6,802	7,300	72000 COMPUTER PROGRAMS & SUPPLIES		7,300	7,300	7,300
440	634	900	72010 OFFICE SUPPLIES		900	900	900
286	250	340	72100 MINOR EQUIPMENT & TOOLS		300	300	300
45	711	200	73600 MISCELLANEOUS SUPPLIES		200	200	200
200	75	350	74100 PROFESSIONAL ASSOC. DUES		350	350	350
375	375	500	74200 EDUCATION & REGISTRATION		500	500	500
0	305	500	74210 TRAVEL & SUBSISTENCE		500	500	500
102	0	550	75010 JUROR FEES		550	550	550
0	500	500	75025 TRUANCY		500	500	500
12,134	5,404	10,500	75040 RESTITUTION		10,500	10,500	10,500
46,758	41,525	48,540	TOTAL MATERIALS AND SERVICES		48,500	48,500	48,500
<b>85,319</b>	<b>83,680</b>	<b>93,560</b>	<b>TOTAL EXPENDITURES</b>		<b>100,605</b>	<b>100,605</b>	<b>100,605</b>





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**FUND: GENERAL**

**FUND/DEPARTMENT #: 001-024**

**MUNICIPAL COURT SUPPORT SERVICES**

**OVERVIEW**

Municipal Court Support Services was created to identify costs related to public safety but not directly a cost of either the Municipal Court or the Police Operations. The fund identifies costs associated with contractual services for prosecution of offenses, prosecuting attorney conflict expenses, court appointed attorney fees, and other incidental costs associated with supporting Municipal Court.

**OPERATIONAL OBJECTIVES**

- Provide for the support services required for Municipal Court.
- Prosecute crimes occurring within the corporate limits of Cottage Grove to ensure the safety of the community, hold individuals accountable, and prevent recidivism.

**BUDGET YEAR OBJECTIVES**

- Provide prosecuting attorney services, currently Ryan Baker with Leahy Cox LLP.
- Provide for court appointed attorney fees.
- Support public safety in its efforts to provide efficient and effective service.
- Work with Police Department, City Attorney, City Manager and Municipal Judge to pursue opportunities to improve the ability to address and correct community public safety issues.
- Work with Police Department and Courts to ensure restitution figures for victims are obtained and entered as judgments in criminal cases.
- Work with Police Department to increase the enforcement of owner and server accountability for over serving of alcohol, sales to intoxicated individuals and minors.

**City of Cottage Grove  
Fiscal Year 2021-22 Budget**

**001 GENERAL FUND  
001-024 MUNICIPAL COURT SUPPORT SERVICES**

2018-19 ACTUAL	2019-20 ACTUAL	2020-21 BUDGET	DESCRIPTION	2021-22		
				PROPOSED	APPROVED	ADOPTED
			MATERIALS AND SERVICES			
41,080	41,705	54,000	71000 CONTRACTUAL SERVICES	54,000	54,000	54,000
0	462	250	72010 OFFICE SUPPLIES	250	250	250
1,160	1,714	3,000	73420 CREDIT CARD PROCESSING EXPENSE	3,000	3,000	3,000
21,680	21,405	20,000	75000 COURT APPOINTED ATTORNEYS FEES	20,600	20,600	20,600
723	265	1,200	75030 INTERPRETER FEES	2,500	2,500	2,500
64,643	65,551	78,450	TOTAL MATERIALS AND SERVICES	80,350	80,350	80,350
<b>64,643</b>	<b>65,551</b>	<b>78,450</b>	<b>TOTAL EXPENDITURES</b>	<b>80,350</b>	<b>80,350</b>	<b>80,350</b>

**FUND: GENERAL**

**FUND/DEPARTMENT #: 001-026**

**POLICE DEPARTMENT**

**YOUTH PEER COURT**

**OVERVIEW**

The purpose of South Lane Youth Peer Court is to divert juvenile offenders in Cottage Grove and surrounding areas from Lane County Department of Youth Services, provide consequences to offenders, and reduce the number of repeat offenders. South Lane Peer Court is a collaborative project with formal agreements between the City and Lane County Department of Youth Services, and a continuous working relationship with South Lane School District.

**OPERATIONAL OBJECTIVES**

- Data Collection and program monitoring is the responsibility of the Peer Court. The Program Coordinator makes regular reports to the Chief of Police.
- Meet with the youth and family, assesses problems and needs, outline the Peer Court process, and schedule the youth's appearance before the court.
- Supervise and monitor post court progress and prepare completion letters to client and the Department of Youth Services.
- Arranges all training for the court participants.
- Meet with the School Resource Officer as situations or concerns arise.
- Meet with School Officials to discuss their respective students in Peer Court.
- NOTE: Peer Court offers an opportunity for Volunteer Service meeting school requirements for graduation.

**BUDGET YEAR OBJECTIVES**

- Continue to expand opportunities for Community Service.
- Develop better plan with Department of Youth Services, to have appropriate cases returned to peer court for adjudication.

**FULL TIME EQUIVALENT POSITIONS**

<i><b>Position</b></i>	<b>Adopted 2018-19</b>	<b>Adopted 2019-20</b>	<b>Adopted 2020-21</b>	<b>Adopted 2021-22</b>
Peer Court Coordinator	0.58	0.58	0.58	0.58

## PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2017-18</b>	<b>Actual 2018-19</b>	<b>Actual 2019-20 *</b>	<b>Actual 2020-21 **</b>
<i>Number of Citations issued by age</i>	<i>Age Group:</i>				
	<i>Age 11</i>	0	0	0	0
	<i>Age 12</i>	0	0	2	4
	<i>Age 13</i>	1	2	3	2
	<i>Age 14</i>	7	3	0	5
	<i>Age 15</i>	8	3	1	0
	<i>Age 16</i>	7	5	2	0
	<i>Age 17</i>	8	7	0	0
	<i>TOTAL</i>	31	20	8	11

*\* These numbers do not reflect 20 additional cases forwarded to DYS with no resolution*

*\*\* These numbers do not reflect 31 additional cases forwarded to DYS with no resolution*

**City of Cottage Grove  
Fiscal Year 2021-22 Budget**

**001 GENERAL FUND  
001-026 YOUTH PEER COURT**

**2021-22**

<b>2018-19 ACTUAL</b>	<b>2019-20 ACTUAL</b>	<b>2020-21 BUDGET</b>	<b>DESCRIPTION</b>	<b>FTE</b>	<b>PROPOSED</b>	<b>APPROVED</b>	<b>ADOPTED</b>
			PERSONNEL SERVICES				
19,295	19,420	26,600	60610 YOUTH PEER COURT ASSISTANT	0.58	28,205	28,205	28,205
69	99	105	62010 WORKERS' COMPENSATION		110	110	110
19	20	50	62020 UNEMPLOYMENT		60	60	60
1,480	1,495	2,310	62030 FICA		2,440	2,440	2,440
20,863	21,034	29,065	TOTAL PERSONNEL SERVICES	0.58	30,815	30,815	30,815
			MATERIALS AND SERVICES				
837	870	1,200	71520 TELEPHONE		1,000	1,000	1,000
0	0	50	71600 POSTAGE		0	0	0
0	0	400	72010 OFFICE SUPPLIES		0	0	0
0	250	350	73600 MISCELLANEOUS SUPPLIES		350	350	350
0	0	100	74200 EDUCATION & REGISTRATION FEES		100	100	100
71	0	250	74210 TRAVEL & SUBSISTENCE		250	250	250
40	0	1,000	75040 RESTITUTION		1,000	1,000	1,000
949	1,120	3,350	TOTAL MATERIALS AND SERVICES		2,700	2,700	2,700
<b>21,812</b>	<b>22,154</b>	<b>32,415</b>	<b>TOTAL EXPENDITURES</b>		<b>33,515</b>	<b>33,515</b>	<b>33,515</b>



**PUBLIC WORKS & DEVELOPMENT****MAINTENANCE****OVERVIEW**

Maintenance is a function of the Public Works & Development Department that provides general maintenance including minor repairs and custodial services to City Hall, Community Center/Library, Armory, Parks, and Parks buildings. Major repair or maintenance is coordinated and generally performed with funding through the General Reserve Fund.

**OPERATIONAL OBJECTIVES**

- Provide maintenance, repairs, and services for City Hall, Library/Community Center, and Park buildings.
- Supply City Hall, the Library/Community Center, and Armory with paper goods, cleaning supplies, light bulbs, and other consumable items.
- Provide custodial, fire sprinkler and alarm, HVAC (heating, ventilation and air conditioning) and miscellaneous services for City Hall, Library/Community Center, and Armory.
- Provide trash and litter pickup in parks and along the Row River Trail.
- Oversee contract to clean, stock, and maintain restrooms in Coiner Park, All-America City Park, and Bohemia Park.
- Provide special services for major events throughout the City.
- Provide pest and weed control in all parks, open spaces, and roadways.

**BUDGET YEAR OBJECTIVES**

- Provide routine building maintenance services and minor repairs for City Hall, Library/Community Center, Armory, City Parks, and Park buildings.
- Keep records and track costs of repairs to City buildings.
- Provide routine custodial services.
- Provide annual inspection services (HVAC and fire sprinkler and alarm systems).
- Hang event banners across Main Street in Downtown Business District.
- Continue to use volunteers and trustees to meet park maintenance needs.
- Reduce park vandalism and quickly repair vandalism that does occur.
- Maintain and improve planting beds and trees throughout the parks and open spaces.
- Continue development of Bohemia Park and Row River Trailhead.
- Complete Community Center remodel for Senior and Disabled Services and Café 60.

**MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2010-21**

- Purchased three 40 KW generators from State Surplus. One to upgrade emergency power supply at City Shop and the two others for use when needed throughout the City.
- Purchased and installed support equipment for the Community Sharing Warming Center (canopies, portable toilets, wash stations, heaters, and hand sanitizer stations).
- Remodeled, painted, and replaced the carpet in Community Center.
- Remodeled, painted, installed new doors, lights, and refinished the floors in the Armory's Company and Storage rooms.

- Built and installed Streateries at Jack Sprats and Axe & Fiddle.
- Installed new gate access controls and security cameras at the Row River Water Treatment Plant and the Wastewater Treatment Plant.
- Built and installed a new double sided rail axle bench at Bohemia Park.
- Purchased a new enclosed trailer to store canopies.
- Maintained park equipment closures during COVID-19 Stay Home, Stay Safe as required by the Governor's Emergency Executive Order.
- Purchased a new enclosed trailer to store new aluminum stage and equipment.
- Assisted the Genealogical Society in moving to newly renovated space in the Community Center.
- Installed new 35 KW emergency power generator for Police Evidence Building.
- Installed air purifiers on all heating and cooling systems in all City buildings.
- Repaired the floor system and installed new doors and entry tile at the Armory's main entrance.

### FULL-TIME EQUIVALENT POSITIONS

<i>Position</i>	<b>Adopted 2018-19</b>	<b>Adopted 2019-20</b>	<b>Adopted 2020-21</b>	<b>Adopted 2021-22</b>
Public Works & Development Director	0.10	0.10	0.10	0.10
Maintenance Worker	1.35	2.30	2.30	3.30
Custodian	1.00	1.00	1.00	1.00
Regular Part-Time Workers	1.09	0.00	0.00	0.00
Temporary Workers	0.50	0.43	0.00	0.60
<b>Total FTE</b>	<b>4.04</b>	<b>3.83</b>	<b>3.40</b>	<b>5.00</b>



New carpeting and paint at the Community Center



Constructed new Bike Fix-It Station cover in memory of Councilor Bob Ehler



## PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2017-18</b>	<b>Actual 2018-19</b>	<b>Actual 2019-20</b>	<b>YTD 2020-21</b>
<i>Maintain value of building facilities</i>	<i>No. of service requests evaluated</i>	124	253	200	250
<i>Reduce pests and obnoxious weeds</i>	<i>No. of labor hours in weed and pest control</i>	60	60	60	60
<i>Maintain positive public appearance</i>	<i>No. of labor hours mowing parks</i>	1,664	1,750	3,000	2,200
	<i>No. of labor hours cleaning bathrooms</i>	480	480	540	540
	<i>No. of labor hours maintaining playground equipment &amp; irrigation sys</i>	416	450	450	550
	<i>No. of labor hours performing inspections</i>	70	75	75	75



Remodeled Armory Company Room



New Streatory at Jack Sprats



## Did you know?

### Park Facts:

#### CITY OWNED PARKS

- |  |  |
|--|--|
| 1. All America City Park                               | 19. Lulu's Dog Park                        |
| 2. Bohemia Park  | 20. Triangle Park                          |
| 3. Chambers Bridge Park                                | 21. Westend Park                           |
| 4. Coiner Park   | 22. Whiteman Park (maintained by others)   |
| 5. Row River Nature Park (East Regional)               | 23. Willamette Greenway                    |
| 6. Fort Harrison Park                                  | 24. Benny Hubbell Park                     |
| 7. Gateway Park  | 25. City Hall Park                         |
| 8. Kelly Field (school maintained)                     | 26. Prospector Park (maintained by others) |
| 9. Masonic Park  | 27. Riverside Park                         |
| 10. Middlefield Golf Course (maintained by Wastewater) | 28. Veteran Park                           |
| 11. North Regional Park                                | 29. Haskell Park                           |
| 12. Row River Trail                                    |  |
| 13. Silk Creek Park                                    |  |
| 14. Skate Park   |  |
| 15. Sunrise Ridge Park                                 |  |
| 16. Stewart Orchard Park                               |  |
| 17. Trailhead Park                                     |  |
| 18. River Road Dog Park                                |  |

#### OPEN SPACES

- 30. 6<sup>TH</sup> & Monroe (remnant parcel)
- 31. Downtown Parking Lots
- 32. Various Remnant Open Spaces
- 33. Industrial Park Grounds
- 34. Library Grounds

Total parks acreage is 245.72 acres and open space acreage is approximately 23.35 acres.

**City of Cottage Grove  
Fiscal Year 2021-22 Budget**

**001 GENERAL FUND  
001-031 MAINTENANCE**

**2021-22**

<b>2018-19 ACTUAL</b>	<b>2019-20 ACTUAL</b>	<b>2020-21 BUDGET</b>	<b>DESCRIPTION</b>	<b>FTE</b>	<b>PROPOSED</b>	<b>APPROVED</b>	<b>ADOPTED</b>
<b>PERSONNEL SERVICES</b>							
9,741	10,744	11,020	60299 PUBLIC WORKS/DEVEL DIR	0.10	11,870	11,870	11,870
75,992	119,244	124,800	60480 MAINTENANCE WORKER	3.30	184,300	184,300	184,300
35,856	36,094	36,525	60490 CUSTODIAN	1.00	36,500	36,500	36,500
4,849	16,094	0	61000 TEMPORARY WORKER	0.60	15,920	15,920	15,920
10,765	0	0	61010 REG. PART-TIME WORKER	0.00	0	0	0
473	214	740	61100 OVERTIME		750	750	750
2,716	5,850	5,875	62010 WORKERS' COMPENSATION		6,000	6,000	6,000
138	184	350	62020 UNEMPLOYMENT		500	500	500
10,219	13,617	14,910	62030 FICA		21,490	21,490	21,490
67	83	100	63010 LIFE INSURANCE		120	120	120
21,819	36,836	41,200	63020 RETIREMENT		68,950	68,950	68,950
532	708	1,235	63030 DISABILITY INSURANCE		950	950	950
44,821	61,137	76,700	63040 HEALTH INSURANCE		78,050	78,050	78,050
532	1,042	1,210	63050 DEFERRED COMPENSATION		1,400	1,400	1,400
218,519	301,846	314,665	TOTAL PERSONNEL SERVICES	5.00	426,800	426,800	426,800
<b>MATERIALS AND SERVICES</b>							
29,412	33,236	71,791	71000 CONTRACTUAL SERVICES		40,000	40,000	40,000
38,595	37,970	47,000	71500 ELECTRICITY		45,000	45,000	45,000
11,050	8,441	8,500	71540 FUEL & LUBRICANTS		8,500	8,500	8,500
99	0	250	71560 COMMUNICATIONS SERVICE		250	250	250
27,952	46,214	35,000	71700 BUILDING MAINT. & REPAIR		35,000	35,000	35,000
19,553	20,330	15,000	71710 EQUIPMENT MAINT. & REPAIR		15,000	15,000	15,000
876	1,485	1,500	71720 VEHICLE MAINT & REPAIR		1,500	1,500	1,500
2,064	3,846	2,500	71740 IRRIGATION EQUIP MAINT & RPR		2,500	2,500	2,500
0	0	2,000	71760 BLM TRAIL MAINTENANCE		10,000	10,000	10,000
11	0	100	72010 OFFICE SUPPLIES		100	100	100
0	0	100	72030 BOOKS, MAPS & PERIODICALS		100	100	100
3,613	6,319	8,010	72100 MINOR EQUIPMENT & TOOLS		5,000	5,000	5,000
1,576	993	2,000	72120 EQUIPMENT RENTAL & LEASE		2,000	2,000	2,000
5,502	1,590	3,000	72200 LANDSCAPING SUPPLIES		2,000	2,000	2,000
479	252	1,000	72300 BUILDING SUPPLIES		1,000	1,000	1,000
6,675	6,348	8,786	72600 CLEANING & SANITARY SUPPLIES		7,000	7,000	7,000
9,195	14,896	21,170	73600 MISCELLANEOUS SUPPLIES & EXP		15,000	15,000	15,000
235	977	1,000	74200 EDUCATION & REGISTRATION FEES		1,000	1,000	1,000
292	0	1,000	74210 TRAVEL & SUBSISTENCE		1,000	1,000	1,000
170	110	250	74300 EMPLOYEE MEDICAL EXAMS & TEST		250	250	250
0	2,743	3,500	76119 PARK EQUIPMENT		5,000	5,000	5,000
157,350	185,751	233,457	TOTAL MATERIALS AND SERVICES		197,200	197,200	197,200
<b>CAPITAL OUTLAY</b>							
3,648	0	0	83000 BUILDING AND IMPROVEMENTS		400,000	400,000	400,000
3,648	0	0	TOTAL CAPITAL OUTLAY		400,000	400,000	400,000
<b>379,517</b>	<b>487,598</b>	<b>548,122</b>	<b>TOTAL EXPENDITURES</b>		<b>1,024,000</b>	<b>1,024,000</b>	<b>1,024,000</b>



**PUBLIC WORKS & DEVELOPMENT****ENGINEERING****OVERVIEW**

Engineering Department is a function of the Public Works Department that provides planning, surveying, design, construction inspection, grant administration, and project management for activities related to water, wastewater, storm drainage, traffic movements, streets, and other public facilities.

General services provided by Engineering include intergovernmental liaison, record keeping, public information dissemination, building permit, and plan review for private developments, utility permits, public works field crew support, inspections, etc.

**OPERATIONAL OBJECTIVES**

- Provide technical assistance to public, contractors, and other City departments in a timely and professional manner.
- Review building permits, private developer projects and planning applications for compliance with the City Municipal Code and adopted standards.
- Design, prepare construction documents, and inspect the progress of capital improvement projects.

**BUDGET YEAR OBJECTIVES**

- Provide construction management and/or project oversight services for the following projects:
  - Complete Design and start construction on South River Road Dog Park.
  - New reservoir in Sunrise Development.
  - Holly pump station upgrade to supply new Sunrise Development reservoir.
  - Improve access road and excavate for new high level reservoir off 22<sup>nd</sup> Street.
  - Effluent reuse irrigation expansion to I-5 exit 174 Interchange and Trailhead Park.
  - Updated Master Plans for Water, Wastewater, and Storm systems.
  - Design and construction of R Street extension from Sweet Lane through the Industrial Park.
- Provide construction compliance inspections on miscellaneous development projects.
- Continue to perform plan reviews for new development and citizen projects.
- Provide general information about existing public facilities and design standards, including responding to citizen and contractor questions and concerns.
- Complete and implement new storm water code.

## MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2020-21

- **Completed construction of:**
  - Safe Routes to School project.
  - Fillmore storm drain outfall project.
  - 2 million gallons per day expansion of the Row River Water Treatment Plant.
  - Effluent Storage Pond and Pump Station.
- Continued to provide technical assistance on Public Works projects.
- Completed the surveying of the R street extension and the Armory.
- Completed construction documents for streateries.

## SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2020-21

- No significant budget changes.

*The Engineering Department is located in the basement of City Hall, and houses a wealth of information regarding the City's streets, right-of-ways, plat maps, and is working towards GIS capabilities.*

## FULL-TIME EQUIVALENT POSITIONS

<i>Position</i>	Adopted 2018-19	Adopted 2019-20	Adopted 2020-21	Adopted 2021-22
Administrative Aide	0.35	0.35	0.35	0.05
City Engineer	0.55	0.55	0.55	0.55
Civil Engineer	1.00	1.00	1.00	1.00
Engineering Technician	1.00	1.00	1.00	1.00
Building Permit Specialist/Code Compl	0.00	0.00	0.00	0.30
<b>Total FTE</b>	<b>2.90</b>	<b>2.90</b>	<b>2.90</b>	<b>2.90</b>



## PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Calendar Year 2016	Calendar Year 2017	Calendar Year 2018	Calendar Year 2019	Calendar Year 2020
<i>Provide timely reviews</i>	<i>No. of permits issued (sidewalk, curb cut, sewer)</i>	84	138	83	89	94
	<i>No. of building reviews</i>	14	55	28	39	30
	<i>No. of land use applications</i>	19	8	18	25	23
		<b>Actual 2017-18</b>	<b>Actual 2018-19</b>	<b>Actual 2019-20</b>	<b>Actual 2020-21</b>	<b>Estimate 2021-22</b>
<i>Provide professional technical assistance</i>	<i>Construction projects administered (City/private)</i>	5/1	5/1	6/0	5/0	3/0

## 2020-21 Engineering Projects



Completed effluent storage pond





Completed Safe Routes to Schools project at Fillmore Street



Completed South 4<sup>th</sup> Street Safe Sidewalk project



**City of Cottage Grove  
Fiscal Year 2021-22 Budget**

**001 GENERAL FUND  
001-034 ENGINEERING**

**2021-22**

<b>2018-19 ACTUAL</b>	<b>2019-20 ACTUAL</b>	<b>2020-21 BUDGET</b>	<b>DESCRIPTION</b>	<b>FTE</b>	<b>PROPOSED</b>	<b>APPROVED</b>	<b>ADOPTED</b>
<b>PERSONNEL SERVICES</b>							
0	0	0	60317 BLDG PERMIT SPCLST/CODE COMPL	0.30	12,900	12,900	12,900
17,112	19,488	20,490	60410 ADMINISTRATIVE AIDE	0.05	2,165	2,165	2,165
46,798	50,252	51,275	60430 CITY ENGINEER	0.55	53,310	53,310	53,310
43,969	34,070	38,200	60431 ENGINEERING TECHNICIAN	1.00	38,435	38,435	38,435
85,393	86,785	87,625	60435 CIVIL ENGINEER	1.00	87,335	87,335	87,335
1,285	755	200	61100 OVERTIME		200	200	200
1,240	2,544	3,175	62010 WORKERS' COMPENSATION		2,875	2,875	2,875
195	192	400	62020 UNEMPLOYMENT		400	400	400
14,712	14,393	17,090	62030 FICA		16,800	16,800	16,800
48	56	100	63010 LIFE INSURANCE		85	85	85
27,977	40,555	47,400	63020 RETIREMENT		55,115	55,115	55,115
537	575	1,040	63030 DISABILITY INSURANCE		810	810	810
46,675	60,406	80,700	63040 HEALTH INSURANCE		82,050	82,050	82,050
637	2,710	2,800	63050 DEFERRED COMPENSATION		2,190	2,190	2,190
286,579	312,779	350,495	TOTAL PERSONNEL SERVICES	2.90	341,770	341,770	354,670
<b>MATERIALS AND SERVICES</b>							
0	63	300	70030 ADVERTISING		300	300	300
0	0	200	70900 PRINTING, BINDING & COPYING		200	200	200
8,189	6,692	10,000	71000 CONTRACTUAL SERVICES		10,000	10,000	10,000
569	559	750	71520 TELEPHONE		750	750	750
0	0	400	71540 FUEL & LUBRICANTS		400	400	400
149	0	500	71560 COMMUNICATIONS SERVICE		500	500	500
0	24	250	71600 POSTAGE		250	250	250
130	0	400	71710 EQUIPMENT MAINT. & REPAIR		400	400	400
0	115	500	71720 VEHICLE MAINT. & REPAIR		500	500	500
0	0	50	71730 RADIO MAINT. & REPAIR		50	50	50
0	0	500	71760 SURVEY EQUIP. MAINT. & REPAIR		500	500	500
0	0	500	71790 COMPUTER MAINTENANCE		500	500	500
12,138	7,288	10,000	72000 COMPUTER SERVICE & SUPPLIES		10,000	10,000	10,000
410	281	700	72010 OFFICE SUPPLIES		700	700	700
41	1,158	1,500	72030 BOOKS, MAPS & PERIODICALS		1,500	1,500	1,500
490	0	1,000	72100 MINOR EQUIPMENT & TOOL		1,000	1,000	1,000
439	582	1,000	72900 SURVEY SUPPLIES		1,000	1,000	1,000
419	259	500	73600 MISC. SUPPLIES & EXPENSE		500	500	500
0	229	500	74100 PROFESSIONAL ASSOC. DUES		500	500	500
775	360	2,000	74200 EDUCATION & REGISTRATION		2,000	2,000	2,000
85	0	2,000	74210 TRAVEL & SUBSISTENCE		2,000	2,000	2,000
23,834	17,608	33,550	TOTAL MATERIALS AND SERVICES		33,550	33,550	33,550
<b>310,413</b>	<b>330,388</b>	<b>384,045</b>	<b>TOTAL EXPENDITURES</b>		<b>375,320</b>	<b>375,320</b>	<b>388,220</b>



**BROADBAND SERVICES****OVERVIEW**

The Broadband Services, a function of the City Manager's Department, was established to ensure the functionality and operation of the fiber optic and wireless network in Cottage Grove and Creswell and to coordinate the electronic media and technology operation of all City functions. City technology equipment, computers, networks, printers, modems software throughout all operations are maintained through IT services that are provided through a contract with Lane Council of Governments (LCOG). The only exceptions are specifically designed or engineered equipment in Police Communications (911), Water Treatment or Wastewater Treatment. The fiber optic and wireless system is owned by the City and maintenance and operational functions are contracted out.

**OPERATIONAL OBJECTIVES**

- Coordinate and maintain technology equipment throughout the City.
- Maintain and operate an open platform fiber optic backbone network and Wi-Fi system for high speed data transmission to be used by businesses, schools, governmental agencies and citizens of Creswell and Cottage Grove.
- Enhance City electronic media presence.

**BUDGET YEAR OBJECTIVES**

- Maintain 5-year technology equipment plan.
- Prepare and issue RFP for development, operation, promotion and maintenance of the City fiber optic system.
- Provide locating service for fiber optics infrastructure on construction locates in Cottage Grove and Creswell.
- Seek opportunities to expand connections and providers or carriers on existing system.
- Oversee contracted technology services for the fiber optics and wireless system.
- Coordinate electronic media presence for all City functions.

**MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2020-21**

- Continued services with LCOG to provide 5-day a week staff and emergency after hours service.
- Connected water and wastewater plants to City fiber.
- Installed connections and equipment in Council Chambers to enhance virtual meetings.

## PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2017-18</b>	<b>Actual 2018-19</b>	<b>Actual 2019-20</b>	<b>Actual 2020-21</b>
<i>Develop Fiber Optic lines within the community</i>	<i>Miles of cable installed:</i>				
	<i>Cottage Grove</i>	9.30	9.30	9.30	9.30
	<i>Creswell</i>	1.40	1.40	1.40	1.40
	<i>Number of Fiber Customers:</i>				
	<i>Government</i>	5	5	4	4
	<i>Private</i>	4	4	4	4
<i>Proved wireless coverage within Cottage Grove</i>	<i>Percent of Cottage Grove served</i>	85%	85%	85%	85%
	<i>Number of Radios installed</i>	96	96	96	95



Telecom Hut located on South 6<sup>th</sup> Street

**City of Cottage Grove  
Fiscal Year 2021-22 Budget**

**001 GENERAL FUND  
001-036 BROADBAND SERVICES**

			2021-22				
2018-19 ACTUAL	2019-20 ACTUAL	2020-21 BUDGET	DESCRIPTION	FTE	PROPOSED	APPROVED	ADOPTED
PERSONNEL SERVICES							
3,732	4,386	0	60250 FINANCE CLERK		0	0	
0	0	0	61100 OVERTIME		0	0	
14	11	0	62010 WORKERS' COMPENSATION		0	0	
4	4	0	62020 UNEMPLOYMENT		0	0	
287	336	0	62030 FICA		0	0	
425	451	0	63020 RETIREMENT		0	0	
4,461	5,188	0	TOTAL PERSONNEL SERVICES		0	0	0
MATERIALS & SERVICES							
221,097	278,213	230,000	71000 CONTRACTUAL SERVICES	250,000	250,000	250,000	
30,686	37,775	50,000	71005 EQUIPMENT SERVICE CONTRACTS	45,000	45,000	45,000	
7,851	10,728	11,000	71012 EMAIL & WEB SERVICES	14,000	14,000	14,000	
3,807	3,588	3,800	71500 ELECTRICITY	3,900	3,900	3,900	
20,379	20,575	35,000	71515 BANDWIDTH	30,000	30,000	30,000	
437	229	550	71535 PROPANE	500	500	500	
1,132	1,140	1,300	71560 COMMUNICATION SERVICE	1,200	1,200	1,200	
0	7	200	71700 BUILDING MAINT. & REPAIR	150	150	150	
1,214	1,930	2,500	71710 EQUIPMENT MAINT. & REPAIR	2,000	2,000	2,000	
9,600	9,600	12,000	72130 FIBER AND SPACE RENT	14,000	14,000	14,000	
612	599	960	73390 POLE RENTAL	1,000	1,000	1,000	
443	0	0	73420 CREDIT CARD PROCESSING EXPENSE	0	0	0	
1,192	667	500	73600 MISCELLANEOUS SUPPLIES	500	500	500	
298,451	365,052	347,810	TOTAL MATERIALS & SERVICES	362,250	362,250	362,250	
302,912	370,240	347,810	TOTAL EXPENDITURES	362,250	362,250	362,250	



**PUBLIC WORKS & DEVELOPMENT****DEVELOPMENT****OVERVIEW**

The Development budget accounts for planning, land use, historic preservation, code enforcement, emergency management, and economic development activities.

Development oversees land use as presented in the goals and policies of the Cottage Grove Comprehensive Plan. It acts as primary enforcement for several sections of the Municipal Code, including the Development Code and Nuisance Code. Staff supports the Planning Commission, the Historic Landmark Commission and the Urban Forestry Committee. Staff also provides grant administrative services to the South Lane Wheels Board of Directors and the Downtown Cottage Grove Board of Directors.

Development administers the emergency management program, coordinating, exercising, and implementing our emergency plans. Those plans include the Emergency Operation Plan, Natural Hazards Mitigation Plan, and the Continuity of Operations Plan.

Economic development activities include coordination and administration of the enterprise zone and responding to proposed development leads, and daily supervision of the Main Street Coordinator. Development Staff work closely with the Community Development Corporation, Economic & Business Improvement District, and the Economic Development Committee.

Development assists the Public Works Engineering Department in storm water and facility planning and is responsible for parks planning. The Development supervisor is the Floodplain Manager for the City of Cottage Grove and the City of Creswell, and administers the Community Rating System.

Staff also represents the City on the Lane Preparedness Coalition Steering Committee, Lane County Local Emergency Managers, Lane County Rehabilitation Housing Policy Committee, Lane Economic Committee, Cottage Grove Community Foundation, Community Development Corporation, Main Street Program, Coast Fork of the Willamette Watershed Council, South Lane Wheels, Row River Partnership, and Partners for History.

**OPERATIONAL OBJECTIVES**

- Administer the City land use planning, development, and zoning activities, including comprehensive plan amendments, zone changes, conditional uses, variances, subdivisions, temporary use, and master plan development permit issuance.
- Implement and monitor the Cottage Grove Development Code.
- Promote and direct programs to encourage affordable housing and economic development projects within the City.
- Perform and administer Code enforcement of Nuisance Code and Development Code.

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- Write and administer grants for City-initiated community, transportation, parks development, economic development, and emergency management programs.
  - Provide public education, planning, and management for the Emergency Management Program for the City.
  - Coordinate and administer the State Historic Preservation Office's Certified Local Government program and Heritage All-Star Program.
  - Working with Downtown Cottage Grove Board, supervises the day to day functions of the Main Street Coordinator.
  - Coordinate with other local governments, State and Federal Agencies on planning issues.
  - Act as Floodplain Manager.
  - Administer the Community Rating System program elements.
  - Educate the public and implement changes to the City's Flood Damage Prevention Program.

### **MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2020-21**

- Council adopted Housing Implementation Plan, as follow-up to Housing Needs Analysis.
- Partnered with Oregon Heritage and University of Oregon to develop first-ever Heritage Disaster Plan for Heritage Resources in Cottage Grove, to be used as state-wide template. Student team won award from Oregon Chapter of American Planning Association for project.
- Purchased a flat-bed scanner for use by all five heritage partners participating in the disaster resilience planning project, as the first joint-implemented goal of the plan. This will enable each group to scan important documents for digital storage. Funds came from a Heritage All-Star grant from Oregon Heritage.
- Granted \$10,000 in façade restoration and renovation grants to businesses in the historic downtown.
- Completed \$200,000 Oregon Main Street Revitalization Grant for the rehabilitation of 609 E. Main Street in partnership with Main Street Cottage Grove.
- Oversee the management of the grant funding for completing the restoration of the main entrance, east, and south walls of the Armory exterior.
- Completed code revisions with City Council needed to meet requirements of HB 2001.
- Implemented Multi-Unit Property Tax Exemption Program (MUPTE), adopted by Council December 2019. Brought 5 projects before Council for approval under MUPTE within FY 2020-21.
- Represented small city planning departments on DLCD's Statewide Technical Advisory Committee for HB 2001 Model Code development.
- Continued to work with FEMA to provide comments and request modifications to draft floodplain map updates.
- Brought new code on erosion prevention and stormwater management to Council for adoption.
- Secured a \$30,000 Destination Ready Grant from Travel Oregon to develop three "streateries" on Main Street, as a COVID-friendly project to enhance tourism and the local economy.
- Developed a master plan for the North Regional Park through an extensive (on-line) public engagement process, which was adopted by the Planning Commission.
- Developed a parking study for downtown Cottage Grove, which will be complete by June 2021.



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- Commissioned an Intensive Level Survey of 5 historic homes in the Northwest Neighborhood to determine eligibility for the National Register of Historic Places as part of the Certified Local Government Program grant.
  - Awarded \$100,000 grant from STIF to develop Transit Development Plan for Cottage Grove Area. Hired Lane Council of Governments to complete Transit Development Plan by June 30, 2021. Worked with diverse stakeholder group over 12-month planning process to develop plan.
  - Coordinated with LTD to implement second year of pilot project for Mobility on Demand (LTD Connector) with South Lane Wheels.
  - Received notice of award of Transportation Growth Management (TGM) grant for development of new Bicycle & Pedestrian Master Plan, to begin May 2021.
  - Applied for and received the Arbor Day Tree City USA and Growth Awards. This is the 27th year the City has received the Tree City USA Award and fourth Growth Award.
  - Updated the Flood Damage Prevention Code to comply with new State model code.
  - Named as one of recipients for Local Foods Local Places Program through the Environmental Protection Agency (EPA). Worked with EPA and their consultants and a dedicated group of local stakeholders to hold 2-day virtual workshop in November 2020. Produced 4-goal Local Foods Local Places Community Action Plan in March 2021. Began implementation of recommended actions to improve economic activity within food system and access to food.
  - Worked with Singing Creek Education Center to develop interpretive posters educating public on first foods for display in vacant windows downtown and eventually the library.
  - Worked with Cottage Grove Historical Society to develop plan for the restoration of the Buster Keaton Mural.
  - Received two Business Oregon grants for Rural Opportunity Initiatives to expand entrepreneurship within local food industry.
  - Installed (2) Electric Vehicle charging stations in downtown through a Pacific Power grant.
  - Obtained Title II RAC funding from the Bureau of Land Management to fund the City's maintenance of the Row River Trail starting summer 2020-summer 2021.
  - Completed AWIA Risk Assessment for the Drinking Water program.
  - Emergency COVID-19 response.
  - Presented three MUPTE applications to the City Council and, with their approval, bringing 124 new multi-family units into development

#### **BUDGET YEAR OBJECTIVES**

- Begin comprehensive Public Facility planning, including Comprehensive Plan update.
- Start the wetlands mitigation of the newly purchased industrial land along Sweet Lane and North Regional Park.
- Complete Emergency Plan for the Drinking Water Program.
- Work with DLCD and local steering committee to update Natural Hazards Mitigation Plan.
- Work with consultant and advisory committee to develop and adopt Bicycle & Pedestrian Master Plan through TGM grant.
- Update Historic Preservation Overlay District code to comply with revised Goal 5.
- Bring completed Downtown Parking Study to City Council for review and follow-up.

- Apply for USDA Facility Grant(s) for development of multi-use community commercial kitchen in basement of Armory.
- Develop and adopt Low Impact Development Manual and storm water regulations, including erosion and sediment control regulations. Develop code language for the Development Code.
- Oversee public information program for property owners proposed to be incorporated in the Special Flood Hazard Area and incorporate new floodplain maps when they are provided by FEMA's consultant.
- Administer the Community Rating System, and enhance floodplain administration and outreach efforts to maintain CRS rating.
- Implement findings of Main Street Revitalization Plan as possible.
- Implement the Local Foods, Local Places program and LFLP Community Plan goals.
- Work with Bohemia Food Hub and South Lane School District on local food entrepreneurship programs.
- Update Development Code related to land divisions and partitions to comply with recent case law.
- Provide staff to the Urban Forestry Committee. Assist them in developing a City-wide tree inventory.
- Host workshop to address Severely Rent Burdened residents' needs.
- Host design charrette for Sunrise Ridge Public Park planning.
- Begin revision of Water to Woods: Parks Master Plan.
- Implement economic development programs to address needs caused by COVID closures.
- Assist ODOT with the Hwy 99 road diet project from Woodson Bridge to the connector.

#### **SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2019-20**

- Increased funding for creation of a Low Impact Development Manual to address new Storm Water Regulations.

<b><i>Position</i></b>	<b>Adopted 2018-19</b>	<b>Adopted 2019-20</b>	<b>Adopted 2020-21</b>	<b>Adopted 2021-22</b>
PW & Development Director	0.10	0.10	0.10	0.10
City Planner	1.00	1.00	1.00	2.00
Assistant City Planner	0.00	1.00	1.00	0.00
Planning Tech	1.00	0.00	0.00	0.00
Admin. Aide-Public Works	0.20	0.20	0.20	0.00
Admin Aide-Comm. Development	0.30	0.30	0.30	0.30
Building Permit Specialist/Code Compl	0.00	0.00	0.00	0.20
Temporary Workers	0.54	0.54	0.54	0.22
<b>Total FTE</b>	<b>3.14</b>	<b>3.14</b>	<b>3.14</b>	<b>2.82</b>

## PERFORMANCE MEASUREMENTS

<i>Measurement #1</i>	Calendar Year 2016	Calendar Year 2017	Calendar Year 2018	Calendar Year 2019	Calendar Year 2020
<b>TYPE I APPLICATIONS</b>					
<i>Change of Use</i>	6	2	7	3	1
<i>Flood Plain Development</i>	0	1	1	0	2
<i>Hillside Development - Level 1</i>	2	0	0	0	2
<i>Land Use Review</i>	46	52	43	52	48
<i>Home Occupations</i>	3	1	1	0	0
<i>Sign Permit (non-historic district)</i>	5	6	9	16	7
<i>Subdivision and Partition (Final Plat)</i>	0	0	0	0	4
<i>Variance, Type A</i>	0	0	1	0	0
<i>Temporary Use (Seasonal Sales)</i>	6	6	5	5	4
<i>Food Cart Annual Temporary Use</i>	2	1	5	4	0
<i>Lot Record</i>	0	0	0	0	0
<i>Land Use Compatibility Statement (LUCS)</i>	9	6	2	4	19
<b>TYPE II APPLICATIONS</b>					
<i>Code Interpretation</i>	0	0	0	0	0
<i>Hillside Development Permit - Levels 2 &amp; 3</i>	0	0	2	1	3
<i>Historic Alteration Permit - Minor</i>	1	4	4	14	4
<i>Non-Conforming Use Development</i>	0	0	0	1	1
<i>Partition (tentative)</i>	3	0	1	3	0
<i>Minor Subdivision</i>	0	0	0	0	0
<i>Property Line Adjustment</i>	3	2	5	6	6
<i>Sign Permit - Historic district</i>	0	0	0	0	0
<i>Modification to Approval - Minor</i>	0	1	2	1	1
<i>Temporary Use Permits</i>	0	0	0	0	0
<i>Variance - Class B</i>	2	1	4	0	4
<i>Temporary Medical Hardship</i>	0	0	0	0	0
<i>Appeals to Planning Commission</i>	0	0	0	0	0
<i>Floodplain Development</i>	0	1	2	2	2

## PERFORMANCE MEASUREMENTS

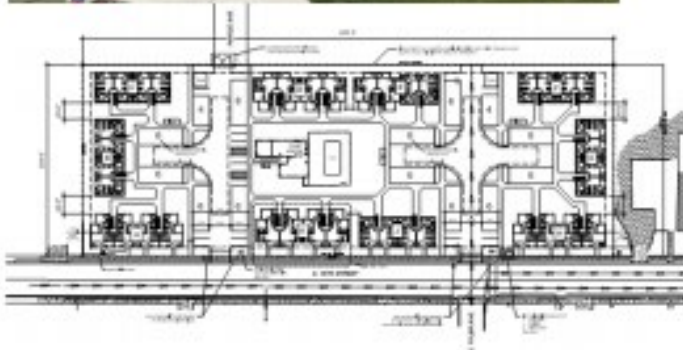
	Calendar Year 2016	Calendar Year 2017	Calendar Year 2018	Calendar Year 2019	Calendar Year 2020
<b>TYPE III APPLICATIONS</b>					
<i>Appeals of Type II Applications</i>	0	0	0	0	0
<i>Conditional Use Permit</i>	6	3	5	3	0
<i>Historic Alteration Permit - Major</i>	0	2	2	0	1
<i>Historic Nomination Local</i>	0	0	0	0	0
<i>Master Plan Development</i>	0	0	0	1	1
<i>Modification to Approval - Major</i>	0	1	1	1	0
<i>Riparian Development</i>	0	1	0	0	0
<i>Site Design Review</i>	3	0	4	4	1
<i>Major Subdivision</i>	0	0	0	0	0
<i>Variance - Class C</i>	2	0	0	1	1
<i>Comprehensive Sign Plan</i>	0	0	0	0	0
<i>Hillside Development - Level 3 by Director</i>	0	0	0	0	0
<i>Subdivision (tentative)</i>	0	0	0	2	0
<i>Appeals to Type III Applications</i>	0	0	0	0	0
<b>TYPE IV APPLICATIONS</b>					
<i>Comprehensive Plan Amendment</i>	1	0	1	2	0
<i>Development Code Text Amendment</i>	2	3	2	4	5
<i>Zone Change</i>	4	1	1	7	0
<i>Land Use District Map Change (w/plan Amendment)</i>	2	1	0	3	3
<b>OTHER</b>					
<i>Vacations</i>	0	0	0	0	0
<i>Pre-Application</i>	0	2	1	0	0
<i>Annexation</i>	2	1	1	3	1

## PERFORMANCE MEASUREMENTS

### Measurement #2

<b>Strategy</b>	<b>Measure</b>
<i>Leveraging Local Funds</i>	<p><i>Continue to work in partnership with South Lane Wheels, LTD and ODOT to acquire Federal Transit Funds for provision of low cost transit throughout the City.</i></p> <p><i>\$18,000 to match a \$150,000 Transportation Growth Management Grant (TGM) grant for Bicycle and Pedestrian Plan; \$20,000 match towards \$170,000 TGM for South Hwy 99 Corridor study.</i></p>

## Existing & Proposed Multi-family Residential Development



## Existing & Proposed Commercial Development



**City of Cottage Grove  
Fiscal Year 2021-22 Budget**

**001 GENERAL FUND  
001-040 DEVELOPMENT**

**2021-22**

<b>2019-19 ACTUAL</b>	<b>2019-20 ACTUAL</b>	<b>2020-21 BUDGET</b>	<b>DESCRIPTION</b>	<b>FTE</b>	<b>PROPOSED</b>	<b>APPROVED</b>	<b>ADOPTED</b>
<b>PERSONNEL SERVICES</b>							
9,741	10,744	11,020	60299 PUBLIC WORKS/DEVEL. DIRECTOR	0.10	11,870	11,870	11,870
76,034	80,422	82,600	60310 CITY PLANNER	2.00	85,235	85,235	149,510
0	44,442	47,550	60313 ASSISTANT CITY PLANNER	0.00	53,150	53,150	0
40,042	0	0	60315 PLANNING TECH	0.00	0	0	0
0	0	0	60317 BLDG PERMIT SPCLST/CODE COMPL	0.20	8,600	8,600	8,600
10,567	11,650	12,230	60410 ADMINISTRATIVE AIDE	0.30	13,000	13,000	13,000
7,572	12,076	12,900	60415 ADMINISTRATIVE AIDE	0.00	0	0	0
11,122	6,431	4,000	61000 TEMPORARY WORKER	0.22	6,000	6,000	6,000
755	1,552	1,600	62010 WORKERS' COMPENSATION		1,640	1,640	1,640
156	166	355	62020 UNEMPLOYMENT		380	380	385
11,612	12,385	14,720	62030 FICA		16,100	16,100	16,400
64	63	100	63010 LIFE INSURANCE		85	85	85
23,479	35,562	38,500	63020 RETIREMENT		49,900	49,900	50,825
575	590	950	63030 DISABILITY INSURANCE		725	725	725
58,438	62,076	65,150	63040 HEALTH INSURANCE		66,250	66,250	66,250
865	3,682	3,420	63050 DEFERRED COMPENSATION		3,500	3,500	3,650
251,022	281,841	295,095	<b>TOTAL PERSONNEL SERVICES</b>	<b>2.82</b>	<b>316,435</b>	<b>316,435</b>	<b>328,940</b>
<b>MATERIALS AND SERVICES</b>							
1,643	1,536	2,000	70030 ADVERTISING		2,000	2,000	2,000
441	0	500	70800 MEETING EXPENSE		500	500	500
3,492	4,144	6,000	70900 PRINTING, BINDING & COPYING		6,000	6,000	6,000
9,914	33,864	20,000	71000 CONTRACTUAL SERVICES		20,000	20,000	20,000
3,903	3,060	22,500	71060 EMERGENCY MGMT/EOC		22,500	22,500	22,500
2,021	2,222	2,000	71520 TELEPHONE		2,000	2,000	2,000
50	0	100	71560 COMMUNICATIONS SERVICE		100	100	100
2,675	2,974	5,000	71600 POSTAGE		5,000	5,000	5,000
0	0	100	71710 EQUIPMENT MAINTENANCE		100	100	100
2,303	2,549	2,000	72000 COMPUTER PROGRAMS & SUPPLIES		2,000	2,000	2,000
1,256	1,739	1,500	72010 OFFICE SUPPLIES		1,500	1,500	1,500
0	0	200	72030 BOOKS, MAPS & PERIODICALS		200	200	200
3,170	4,419	2,500	73600 MISCELLANEOUS SUPPLIES		2,500	2,500	2,500
2,831	2,256	2,500	74100 PROFESSIONAL ASSOC. DUES		2,500	2,500	2,500
4,278	2,200	4,000	74200 EDUCATION & REGISTRATION		4,000	4,000	4,000
3,276	2,509	3,000	74210 TRAVEL & SUBSISTENCE		3,000	3,000	3,000
0	479	1,000	76148 URBAN FORESTRY/EARTH DAY ACTIVITIES		1,000	1,000	1,000
72	0	1,000	76150 HISTORIC LANDMARK COMMISSION		1,000	1,000	1,000
1,601	0	3,000	76155 2018 HERITAGE ALL-STAR GRANT		0	0	0
0	0	239,617	76159 CARES 5311 GRANT EXPENSES		110,000	239,620	362,950
130,488	123,965	123,965	76160 5311 TRANSPORTATION GRANT		124,000	124,000	124,000
0	161,897	35,125	76162 MOD TRANSPORTATION SLW		160,000	160,000	160,000
163,453	93,374	99,375	76165 SPECIAL TRNSP. FUND - SLW		98,500	98,500	98,500
5,000	6,325	13,400	76170 MAIN STREET FAÇADE		10,000	10,000	10,000
23,500	23,870	10,000	76185 MAIN STREET PROGRAM SUPPORT		10,000	10,000	10,000
11,057	0	0	76195 CLG GRANT 2016		0	0	0
0	1,500	12,000	76197 CLG GRANT 2020-21		2,000	2,000	4,050
0	0	61,000	76199 RURAL OPPORTUNITY INITIATIVE PROJECT GRANT		0	0	12,000
11,411	0	0	76250 HOUSING NEEDS ANALYSIS		0	0	0
241	560	5,000	76255 NUISANCE ABATEMENT		5,000	5,000	5,000
0	1,000	0	76270 SPECIAL PROJECTS - PRESERVATION		0	0	0
0	0	170,000	76277 2020 TRANS. GROWTH MNGMT -BIKE/PED		10,000	10,000	10,000
0	0	200,000	76279 2020 TRANS GROWTH MNGMT -HWY99		0	0	0
0	180,000	0	76280 OREGON MAIN ST REVITALIZATION GRANT		0	0	0
0	0	0	76281 DLCD AFFORDABLE HOUSING PLCY & IMPL.		10,000	10,000	10,000
0	0	0	76282 LOCAL FOODS-PLCS RARE INTERN SUPPORT		5,000	5,000	5,000
0	35,235	100,000	76285 TRANSIT DEVELOPMENT PLAN		0	0	0
0	27,450	0	76290 EV CHARGING STATION		0	0	0
0	0	0	76295 ENTREPRENEURIAL DEV PROGRAM		0	0	22,000
388,076	719,128	1,148,382	<b>TOTAL MATERIALS AND SERVICES</b>		<b>620,400</b>	<b>750,020</b>	<b>909,400</b>
<b>CAPITAL OUTLAY</b>							
0	0	30,000	83000 BUILDING MAINTENANCE AND IMPROVEMENTS		0	0	3,000
0	0	30,000	<b>TOTAL CAPITAL OUTLAY</b>		<b>0</b>	<b>0</b>	<b>3,000</b>
<b>639,098</b>	<b>1,000,969</b>	<b>1,473,477</b>	<b>TOTAL EXPENDITURES</b>		<b>936,835</b>	<b>1,066,455</b>	<b>1,241,340</b>



**LIBRARY SERVICES****LIBRARY****OVERVIEW**

The Library Services Department operates a full service library that provides for the educational, informational, cultural, technological, and recreational needs of the citizens of Cottage Grove. The library provides broad access to knowledge and information for all ages. It promotes adult and children's interests for lifelong learning and the enjoyment of reading and exploring, while encouraging literacy and education through a diversity of special events and programs. The library fosters positive social infrastructure, collaboration, and a diversity of partnerships within the community to promote shared relationships and experiences.

**OPERATIONAL OBJECTIVES**

- Provide the best possible assortment of materials in various formats, including books, audio and ebooks, CDs, DVDs, large print, magazine, newspaper subscriptions, digital library, online databases, and increasing and weeding the collection as necessary.
- Increase library patronage through diversification of collections and programming.
- Partner with the Friends of the Library to promote elements of library operations, fundraising, collections, and special programs and events.
- Seek opportunities to expand virtual or out of the building services.
- Maintain a high degree of efficiency in Library operations to maximize revenue impact.
- Seek grant opportunities.

**BUDGET YEAR OBJECTIVES**

- Restructure Library operations as a division under the City Manager's office.
- Prepare to open the building when appropriate.
- Continue to offer a diversity of cultural, educational initiatives, library programming, and special events throughout the year.
- Continue to refine the book collection, with focus on a high quality selection of books throughout the collection.
- Continue purchase of books on compact discs.
- Increase and diversify DVD collection.
- Continue to upgrade and expand technology in library.
- Create asynchronous and "live" virtual programming for patrons.
- Adapt summer reading program to accommodate virtual and in-person socially distant activities.
- Partner with South Valley Athletics to provide recreation opportunities.
- Coordinate Library events with South Valley Athletic's Activities.
- Continue and possibly expand "Library in the Park".

## MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2020-2021

- Began curbside pickup and homebound delivery programs
- Began Library in the Park outreach program including Storywalk®
- Evaluated and refined library collections to improve the quality and selection of titles
- Created picturebook neighborhoods that focus on popular topics
- Provided the public with up to date and accurate information about the pandemic
- Partnered with the UO Museum of Natural and Cultural History to provide at-home activity kits related to Oregon’s natural history

## FULLTIME EQUIVALENT POSITIONS

<i>Position</i>	<b>Adopted 2018-19</b>	<b>Adopted 2019-20</b>	<b>Adopted 2020-21</b>	<b>Adopted 2021-22</b>
Head Librarian	1.00	1.00	0.92	1.00
Librarians	1.00	1.00	0.92	3.00
Library Services Director	1.00	1.00	0.92	0.00
Senior Library Assistant	1.00	1.00	0.92	0.00
Library Aides (Part time)	1.00	1.12	0.00	0.00
Intern (Temporary Worker)	0.00	0.12	0.00	0.00
<b>Total FTE</b>	<b>5.00</b>	<b>5.24</b>	<b>3.68</b>	<b>4.00</b>



## DID YOU KNOW?

- *The Library’s physical collection is composed of 44,905 items including books, audiocassettes, CDs, DVDs, large print materials pamphlets and ukuleles. There are 96,562 ebooks and audiobooks available through the library.*
- *On average, library patrons read and listened to over 1,000 ebooks and audiobooks per month in the past year.*



## PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2017-18</b>	<b>Actual 2018-19</b>	<b>Actual 2019-20</b>	<b>Estimate 2020-21</b>
<i>Provide a variety of programming for children and adults.</i>	<i>Number of Children's Programs</i>	165	101	106	8
	<i>Number of participants</i>	2,366	3,220	1502	100
	<i>Number of Special Events</i>	80	84	49	13
	<i>Number of participants</i>	1,610	1,125	758	150
	<i>Number of Author Events</i>	4	2	0	0
<i>Diversify Library collection to meet media formats desired</i>	<i>Number of Items in Collection</i>	43,750	43,900	49,503	44,905
	<i>Value of Collection</i>	\$ 933,883	\$ 935,000	\$ 934,634	\$ 847,823
	<i>Annual expenditure on Collection</i>	\$ 17,500	\$ 18,500	\$ 21,500	\$ 23,000
<i>Promote Lane Co. Interlibrary Loans</i>	<i>Number of Annual Interlibrary loans made</i>	998	1,000	1,070	839
<i>Increase number of Library patrons</i>	<i>Number of Library Cards:</i>				
	<i>In City</i>	1,719	1,750	1,529	1,700
	<i>Out of City (family &amp; senior)</i>	370	390	234	290

**City of Cottage Grove  
Fiscal Year 2021-22 Budget**

**001 GENERAL FUND  
001-050 LIBRARY SERVICES**

2018-19 ACTUAL	2019-20 ACTUAL	2020-21 BUDGET	DESCRIPTION	2021-22		
				FTE	PROPOSED	ADOPTED
			PERSONNEL SERVICES			
87,540	82,979	85,950	60155 LIBRARY SERVICES DIRECTOR	0.00	0	0
65,702	58,327	66,700	60900 HEAD LIBRARIAN	1.00	73,775	73,775
45,766	41,682	45,250	60910 SENIOR LIBRARY ASSISTANT	0.00	0	0
25,159	32,923	36,320	60920 LIBRARIANS	3.00	115,800	115,800
45,029	31,185	0	60930 LIBRARY AIDES	0.00	0	0
952	2,731	0	61000 TEMPORARY WORKER-INTERN	0.00	0	0
984	1,759	1,560	62010 WORKERS' COMPENSATION		1,640	1,640
263	250	470	62020 UNEMPLOYMENT		380	380
19,839	18,757	20,260	62030 FICA		16,400	16,400
98	81	120	63010 LIFE INSURANCE		100	100
33,404	44,296	46,540	63020 RETIREMENT		43,555	43,555
1,025	757	1,430	63030 DISABILITY INSURANCE		850	850
69,228	73,251	79,310	63040 HEALTH INSURANCE		58,910	58,910
1,345	2,033	2,175	63050 DEFERRED COMPENSATION		0	0
396,334	391,011	386,085	TOTAL PERSONNEL SERVICES	4.00	311,410	311,410
			MATERIALS & SERVICES			
22,585	20,670	20,000	71000 CONTRACTUAL SERVICES		22,000	22,000
11,323	9,420	11,000	71500 ELECTRICITY		11,000	11,000
4,661	4,357	4,500	71520 TELEPHONE		4,500	4,500
1,501	1,441	1,750	71530 NATURAL GAS		1,750	1,750
51	71	200	71600 POSTAGE		200	200
33	145	400	71710 EQUIPMENT MAINT. & REPAIR		400	400
1,694	4,082	5,000	72000 COMPUTER SERVICE & SUPPLIES		5,000	5,000
721	927	1,000	72010 OFFICE SUPPLIES		1,000	1,000
1,894	1,128	3,500	72020 MATERIALS PROCESSING SUPPLIES		3,500	3,500
2,100	1,993	2,500	72030 PERIODICALS		2,500	2,500
10,996	9,590	13,000	72040 LIBRARY BOOKS		13,000	13,000
917	319	750	72041 NON-PRINT LIBRARY MATERIALS		750	750
580	0	500	72042 DIGITAL BOOKS		500	500
609	335	500	72100 MINOR EQUIPMENT & TOOLS		500	500
0	0	50	73420 CREDIT CARD PROCESSING FEE		50	50
1,120	3,411	2,277	73600 MISCELLANEOUS SUPPLIES		2,300	2,300
1,162	989	1,500	74000 PROGRAM FEES & DUES		1,500	1,500
1,750	(200)	2,500	74200 EDUCATION & REGISTRATION FEES		3,600	3,600
4,636	2,579	4,500	74210 TRAVEL & SUBSISTENCE		4,500	4,500
9,259	6,622	10,000	76108 CHILDREN'S PROGRAMS & BOOKS		10,000	10,000
4,451	4,707	2,500	76109 YOUTH PROGRAMS		0	0
0	0	1,000	76111 AMERICAN LIB ASSOC. CHILDRENS EXHIBIT		1,000	1,000
0	2,574	1,500	76115 FRIENDS OF LIBRARY - PROGRAMS		1,500	1,500
195	0	1,000	76171 WORLD CULTURE PROGRAMS		1,000	1,000
0	0	1,456	76172 ADULT PROGRAMS		1,460	1,460
82,237	75,158	92,883	TOTAL MATERIALS & SERVICES		93,510	93,510
			CAPITAL OUTLAY		0	0
0	0	0	84010 WORK EQUIPMENT - ARCHIVAL STORAGE		6,000	6,000
0	0	0	TOTAL CAPITAL OUTLAY		6,000	6,000
<b>478,571</b>	<b>466,169</b>	<b>478,968</b>	<b>TOTAL EXPENDITURES</b>		<b>410,920</b>	<b>410,920</b>

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**FUND: GENERAL****FUND/DEPARTMENT #: 001-095****INTERNAL SUPPORT DEPARTMENT****OVERVIEW**

Internal Support Department accounts for expenditures of the General Fund that are not directly related to a specific division or activity or that are of benefit to the City as a whole. It accounts for inter-fund transfers, contingency and unappropriated ending fund balance of the General Fund.

**OPERATIONAL OBJECTIVES**

- Account for indirect expenditures, not attributable to any one department within the General Fund.
- Provide for inter-fund transfers as appropriate.
- Establish a contingency and unappropriated ending fund balance for the General Fund.

**BUDGET YEAR OBJECTIVES**

- Provide transfers to South Lane Communications for support of dispatch services, to the General Reserve Fund to support building and improvement projects and the purchase of work equipment, to the Housing Development Cost Assistance Trust Fund to help with cost of System Development Charges and Building Permits, and to the Debt Service Fund for all debt payments from the departments within the General Fund.
- Account for the General Fund contingency and unappropriated ending fund balance.

**City of Cottage Grove  
Fiscal Year 2021-22 Budget**

**001 GENERAL FUND  
001-095 INTERNAL SUPPORT DEPARTMENT**

2018-19 ACTUAL	2019-20 ACTUAL	2020-21 BUDGET	DESCRIPTION	2021-22		
				PROPOSED	APPROVED	ADOPTED
			MATERIALS AND SERVICES			
426	1,152	1,500	70030 ADVERTISING	1,000	1,000	1,000
114,727	124,681	147,000	70400 INSURANCE AND BONDS	158,865	158,865	158,865
9,897	0	3,000	70700 LABOR NEGOTIATIONS	3,000	3,000	3,000
86,155	57,958	156,680	71000 CONTRACTUAL SERVICES	120,000	120,000	120,000
271	233	1,300	72025 VISIONING PROJECT	1,300	1,300	1,300
0	0	200	72035 SAFETY COMMITTEE	200	200	200
9,358	12,002	11,000	73600 MISCELLANEOUS SUPPLIES	7,500	7,500	7,500
220,832	196,027	320,680	TOTAL MATERIALS AND SERVICES	291,865	291,865	291,865
			TRANSFERS			
484,190	574,065	501,135	90206 TRANSFER TO S LANE COMMS	628,530	628,530	628,530
125,000	0	0	90207 TRANSFER TO ARMORY TRUST FUND	0	0	0
0	90,000	75,000	90215 TRANSFER TO HOUSING ASST. TRUST FUND	75,000	75,000	75,000
436,244	452,201	416,870	90217 TRANSFER TO DEBT SERVICE	488,730	488,730	488,730
193,000	190,000	190,000	90231 TRANSFER TO GEN. RESERVE FUND	190,000	190,000	190,000
1,238,434	1,306,264	1,183,005	TOTAL TRANSFERS	1,382,260	1,382,260	1,382,260
0	0	353,705	99000 CONTINGENCY	263,395	258,395	278,320
0	0	588,225	99010 UNAPPROPRIATED ENDING BALANCE	579,040	579,040	579,040
2,826,318	2,553,484	0	99020 ENDING BALANCE	0	0	0
2,826,318	2,553,484	941,930	TOTAL ENDING BALANCE	842,435	837,435	857,360
<b>4,285,584</b>	<b>4,055,776</b>	<b>2,445,615</b>	<b>TOTAL EXPENDITURES</b>	<b>2,516,560</b>	<b>2,511,560</b>	<b>2,531,485</b>
<b>10,138,884</b>	<b>10,834,774</b>	<b>10,350,448</b>	<b>TOTAL GENERAL FUND</b>	<b>10,697,085</b>	<b>10,826,705</b>	<b>11,034,415</b>