

MEMORANDUM

TO: Mayor and City Council

FROM: Roberta Likens, Finance Director

SUBJECT: RESOLUTION ADOPTING THE 2022-23 BUDGET, MAKING APPROPRIATIONS, AND IMPOSING AND CATEGORIZING AD VALOREM TAXES

DATE: June 22, 2022

Background

The City of Cottage Grove Budget Committee has met and approved the 2022-23 Budget. A public hearing before the City Council was held June 13th to receive additional comment. The new fiscal year begins July 1, 2022 and the City is required to adopt a budget for the new fiscal year no later than June 30th.

At the Budget Hearing, changes to the approved budget were brought forward by staff, and by the public. Staff is recommending changes to the General Fund as follows: Increase the Investigation Expense line item in the Police Operations budget by \$2,600 to acquire access to an online pawn look-up tool and to increase the Fuel and Lubricants expense line by \$32,000 to allow for increased fuel prices that we are now experiencing, which have changed dramatically since the budget was approved just one month ago; the Fuel and Lubricants line item in the Development Department to increase by \$800 for the same reason; to establish a Contractual Services line item in the Youth Peer Court Department in the amount of \$4,800 allowing for assessment services of youth who receive citations for offenses such as disorderly conduct, criminal mischief, harassment, vandalism, etcetera. These increases are proposed to be offset with a reduction to the contingency line item in Internal Support Department.

Recommended staff changes to the Special Trust Fund are as follows: Create a Skate Park donation revenue line item of \$5,000 and a correlating expense line item for the Skate Park in the amount of \$5,000. This will allow for the collection of funds to pursue a plan to improve the skate park, as well as accomplish the improvements. The \$5,000 is a place holder. If more funds are received, additional action by the Council can be taken to appropriate the funds at that time.

Recommended staff changes to the Building Inspection Fund are as follows: Increase the Fuel and Lubricant line item by \$1,500, for the same reason as previously stated. The increase to be offset with a reduction to the contingency line item.

Recommended staff changes to the Street Fund Street Maintenance Department and the Street Sweeping Department as follows: Increase the Fuel and Lubricants line items by \$15,500 and \$15,000 respectively, for the same reason as previously stated. The increase to be offset with a reduction to the contingency line item in the Internal Support Department.

Recommended staff changes to the Enterprise Funds are as follows: Increase the Fuel and Lubricants line items in the Water Fund Water Distribution Department, by \$15,500; Wastewater Fund Wastewater Collection Department by \$7,600 and the Middlefield Golf Course Department by \$7,800. The increases to be offset with a reduction to the contingency line item in the respective Internal Support Departments.

Overall, the combined Fuel and Lubricants expenses are proposed to be increased a total of \$143,700. These increases were derived by using the amount of fuel used during the current fiscal year and estimating where the cost of fuel may rise to during the coming fiscal year. It is just an estimate, and hopefully we have estimated high and the expenditure will not be fully recognized.

A resolution was presented to the Council this evening to authorize an Interfund Loan to the Industrial Park Fund from the Storm Drain Reserve Fund in the event sale proceeds are not received during fiscal year 2021-22 as originally anticipated. Staff is recommending the repayment of the loan, \$85,000, be included in the Industrial Park Fund in 2022-23.

Funding requests from the Public were as follows: South Valley Farmers Market requested in a letter funding in the amount of \$5,000, allowing their program to provide benefits to low-income members of the community by increasing their staffing budget to allow for the enhancement of programs.

Jim Gilroy, representing Be Your Best, requested the Council consider supporting their efforts to have a Community Health Clinic, operated by Lane County Public Health, in Cottage Grove. They requested funding in the amount of \$100,000. This amount was included in the original proposed budget and reduced by the Budget Committee, and placed in the contingency line item.

After the Budget Hearing, the City Manager received an additional funding request from the Singing Creek Educational Center to fund operation of one-week of the two-week Pueblos Summer Camp, held at the Snap House. The amount being requested is \$1,868. The request was submitted by email on June 14th, and is attached.

Additionally, the Budget Committee reduced funding for the operation/support of a homeless facility in the amount of \$200,000 in the General Fund, Community Services Department as more consideration of the issue was needed. The amount was appropriated within the contingency line item. Further consideration may be appropriate at this time.


The proposed resolution included in your packet does include the proposed changes outlined in this memo from staff, and are highlighted in green on the budget document pages of the funds affected. No other changes were included, however the corresponding line items that may be affected have been highlighted in pink to simplify any changes you determine appropriate at this time as to where they might be included for fiscal year 2022-23.

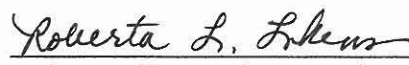
Recommendation

It is staff's recommendation that Council consider the changes that have been proposed by Staff and requested by the Public; make any changes as deemed appropriate, and then approve the resolution adopting the 2022-2023 Budget, making appropriations, and imposing and categorizing ad valorem taxes.

Cost

No cost.


Richard Meyers, City Manager


Roberta Likens, Finance Director

RESOLUTION NO. _____

A RESOLUTION ADOPTING THE 2022-23 BUDGET, MAKING APPROPRIATIONS AND IMPOSING AND CATEGORIZING AD VALOREM TAXES

ADOPTING THE BUDGET

BE IT RESOLVED that the City Council of the City of Cottage Grove hereby adopts the budget for fiscal year 2022-23 in the sum of \$ 46,138,479 now on file at City Hall, 400 Main Street, Cottage Grove, Oregon.

MAKING APPROPRIATIONS

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2022 and for the purposes shown below are hereby appropriated as follows:

General Fund		Water Fund - Continued	
City Council	58,560	Water Internal Support Department-	
City Manager	627,380	Materials and Services	206,455
Finance	483,430	Transfer to Debt Service	21,860
Police Operations	3,695,065	Transfer to Water Reserve Fund	50,000
Municipal Court	106,100	Contingency	180,735
Municipal Court Support Services	90,500	Total	2,536,400
Youth Peer Court	48,850		
Maintenance	1,631,820	Street Fund	
Engineering	285,065	Street Maintenance	676,680
Broadband Services	378,740	Street Sweeping	106,360
Community Development	1,677,365	Street Improve./Cap. Purchases	3,442,500
Library	435,325	Street Internal Support Department-	
Community Services	260,465	Materials and Services	132,250
Community Promotions	185,000	Transfer to Bicycle Path Fund	20,000
Internal Support Department-		Transfer to Debt Service Fund	10,740
Materials and Services	300,800	Contingency	148,970
Transfer to Police		Total	4,537,500
Communications Fund	356,535		
Transfer to Debt Service Fund	541,900	Assessment Fund	
Transfer to General Reserve	579,000	Materials and Services	220,000
Transfer to Water Reserve Fund	140,000	Capital Outlay	1,146,510
Transfer to Street Fund	400,000	Total	1,366,510
Transfer to Wastewater Res. Fund	200,000		
Contingency	943,800	Police Communications Fund	
Total	13,425,700	Support Services	578,830
		911 Services	341,275
		Transfer to Debt Service Fund	15,580
		Total	935,685
Water Fund			
Water Distribution	1,320,875		
Water Production	756,475		

Industrial Park Operations Fund

Materials & Services	75,000
Transfer to Debt Service Fund	79,890
Transfer to Storm Drain Reserve	85,000
Contingency	645,210
Total	885,100

Storm Drain Utility Fund

Personnel Services	258,820
Materials & Services	126,460
Transfer to Debt Service Fund	3,590
Transfer to Street Fund	40,000
Contingency	57,730
Total	486,600

Bicycle and Footpath Fund

Materials & Services	6,000
Capital Outlay	40,000
Contingency	12,500
Total	58,500

Building Inspection Program Fund

Personnel Services	501,835
Materials & Services	333,805
Transfer to Debt Service Fund	1,935
Transfer to Building Inspec. Reserve	50,000
Contingency	149,925
Total	1,037,500

Wastewater Fund

Wastewater Collection	582,740
Wastewater Treatment Plant	938,660
Middlefield Golf Course	801,770
Wastewater Internal Support Dept –	
Materials and Services	265,660
Transfer to Debt Service Fund	109,450
Transfer to Wastewater Res. Fund	84,600
Contingency	102,265
Total	2,885,145

Housing Development Cost Assistance Trust Fund

Materials & Services	201,190
Total	201,190

Special Trusts Fund

Materials & Services	70,644
Total	70,644

Armory Special Trust Fund

Materials & Services	180,000
Capital Outlay	132,100
Total	312,100

Housing Rehabilitation Loan Fund

Materials & Services	10,050
Total	10,050

General Reserve Fund

Materials & Services	125,100
Capital Outlay	503,910
Contingency	60,000
Total	689,010

Water Reserve Fund

Materials & Services	484,070
Capital Outlay	1,621,475
Transfer to Debt Service Fund	909,455
Contingency	52,000
Total	3,067,000

Wastewater Reserve Fund

Materials & Services	332,875
Capital Outlay	1,237,000
Transfer to Debt Service Fund	961,220
Contingency	51,205
Total	2,582,300

Storm Drain Reserve Fund

Materials & Services	219,710
Capital Outlay	2,046,455
Transfer to Debt Service Fund	91,335
Contingency	98,500
Total	2,506,000

Building Inspection Reserve Fund

Capital Outlay	153,300
Transfer to Bldg Inspec Prog Fund	1,000
Total	154,300

Narcotics Forfeiture Fund

Personnel Services	16,220
Materials & Services	29,000
Capital Outlay	36,500
Transfer to Debt Service Fund	2,065
Contingency	<u>7,300</u>
Total	91,085

Water Systems Development Fund

Materials & Services	307,640
Capital Outlay	<u>1,462,360</u>
Total	1,770,000

Street Systems Development Fund

Materials & Services	200,000
Capital Outlay	<u>1,400,000</u>
Total	1,600,000

Wastewater Systems Development Fund

Materials & Services	153,000
Capital Outlay	<u>228,500</u>
Total	381,500

Storm Drain Systems Development Fund

Materials & Services	253,000
Capital Outlay	<u>359,500</u>
Total	612,500

Parks Systems Development Fund

Materials & Services	104,620
Capital Outlay	<u>487,380</u>
Total	592,000

Debt Service Fund

Debt Service	<u>2,748,310</u>
Total	2,748,310

Total Appropriations **45,542,629**

Non-appropriated Budget Requirements

General Fund	592,850
Special Trusts Fund	<u>3,000</u>
Total	595,850

Total Requirements **46,138,479**

IMPOSING THE TAX

BE IT FURTHER RESOLVED that the City Council for the City of Cottage Grove hereby imposes the taxes provided for in the adopted budget at the rate of \$7.2087 per \$1,000 of assessed value for operations, and that these taxes are hereby imposed and categorized for tax year 2022-2023 upon the assessed value of all taxable property within the City as follows:

CATEGORIZING THE TAX

General Government Limitation	Excluded from Limitation
Permanent Rate Tax	
Local Option Tax	
Debt Service Fund	\$ 0

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon its passage.

PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR THIS 27th DAY OF JUNE, 2022.

Jeffrey D. Gowing, Mayor
Dated: _____

ATTEST:

Richard Meyers, City Manager
Dated: _____

City of Cottage Grove Fiscal Year 2022-23 Budget

GENERAL FUND: Police Department 001-020

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	FTE	2022-23 PROPOSED	2022-23 APPROVED	2022-23 ADOPTED
PERSONNEL SERVICES							
90,874	95,014	96,850	60500 POLICE CHIEF	0.80	103,590	103,590	103,590
109,780	83,230	86,050	60510 POLICE CAPTAIN	0.85	100,185	100,185	100,185
154,653	170,083	210,850	60520 POLICE SERGEANT	2.70	225,415	225,415	225,415
777,615	800,170	858,845	60530 PATROL OFFICERS	14.00	973,915	973,915	973,915
36,801	41,193	57,900	60531 COMMUNITY SERVICE OFFICER	1.40	54,900	54,900	54,900
42,411	45,523	47,675	60540 ADMINISTRATIVE AIDE	0.75	51,005	51,005	51,005
105,048	107,136	111,430	60541 RECORDS/EVIDENCE COORDINATOR	2.00	119,240	119,240	119,240
110,424	109,588	143,400	61100 OVERTIME		153,450	153,450	153,450
39,184	43,450	45,540	61200 HOLIDAY PAY		48,730	48,730	48,730
38,835	17,695	39,200	62010 WORKERS' COMPENSATION		18,500	18,500	18,500
1,469	1,496	3,330	62020 UNEMPLOYMENT		22,000	22,000	22,000
110,057	112,186	143,760	62030 FICA		158,580	158,580	158,580
460	459	700	63010 LIFE INSURANCE		700	700	700
352,590	358,703	490,925	63020 RETIREMENT		542,655	542,655	542,655
4,756	4,801	5,575	63030 DISABILITY INSURANCE		5,900	5,900	5,900
431,546	440,483	497,900	63040 HEALTH INSURANCE		527,850	527,850	527,850
10,365	8,106	13,100	63050 DEFERRED COMPENSATION		18,650	18,650	18,650
0	0	0	63060 PFMLI		3,670	3,670	3,670
2,416,867	2,439,314	2,853,030	TOTAL PERSONNEL SERVICES	22.50	3,128,935	3,128,935	3,128,935
MATERIALS AND SERVICES							
0	0	14,000	70700 LABOR NEGOTIATIONS		1,000	1,000	1,000
1,196	2,503	2,000	70900 PRINTING, BINDING & COPYING		2,000	2,000	2,000
40,775	51,398	48,000	71000 CONTRACTUAL SERVICES		50,500	50,500	50,500
0	0	0	71000-002 MOBILE CRISIS RESPONSE-ARPA		25,000	25,000	25,000
12,324	10,043	13,000	71210 CLOTHING ALLOWANCE		15,000	15,000	15,000
177	304	1,500	71220 UNIFORM CLEANING		1,000	1,000	1,000
18,690	18,035	24,000	71520 TELEPHONE/MOBILE DEVICES		30,830	30,830	30,830
11,580	17,691	13,000	71525 WIRELESS MOBILE DATA		15,000	15,000	15,000
31,227	38,221	42,000	71540 FUEL & LUBRICANTS		48,000	48,000	80,000
582	968	1,000	71600 POSTAGE		1,000	1,000	1,000
1,683	1,010	3,000	71710 EQUIPMENT MAINT. & REPAIR		3,000	3,000	3,000
32,768	49,769	30,000	71720 VEHICLE MAINT. & REPAIR		30,000	30,000	30,000
7,025	8,923	5,000	71730 RADIO MAINT. & REPAIR		8,000	8,000	8,000
22,194	13,339	10,000	72000 COMPUTER HARDWARE & SUPPLIES		10,000	10,000	10,000
2,417	2,582	3,500	72010 OFFICE SUPPLIES		2,500	2,500	2,500
83	1,228	1,000	72030 BOOKS, MAPS & PERIODICALS		1,000	1,000	1,000
7,451	9,623	10,000	72100 MINOR EQUIPMENT & TOOLS		10,000	10,000	10,000
3,672	3,452	1,500	72510 SAFETY EQUIPMENT		2,500	2,500	2,500
27,031	14,116	34,000	72800 JAIL SUPPLIES AND EXPENSE		34,000	34,000	34,000
0	0	6,000	72850 INMATE MEDICAL EXPENSES		6,000	6,000	6,000
11,183	9,676	7,000	73400 FIREARM SUPPLIES		7,000	7,000	7,000
0	26	100	73420 CREDIT CARD PROCESSING FEE		200	200	200
288	1,945	2,000	73450 FIREARMS		2,000	2,000	2,000
3,287	6,793	1,000	73600 MISCELLANEOUS SUPPLIES		2,000	2,000	2,000
2,259	400	1,500	74100 PROFESSIONAL ASSOC. DUES		2,000	2,000	2,000
1,668	7,758	7,500	74200 EDUCATION & REGISTRATION		7,500	7,500	7,500
3,025	2,753	7,500	74210 TRAVEL & SUBSISTENCE		7,500	7,500	7,500
1,995	4,960	2,000	74300 EMPLOYEE MEDICAL EXAMS		3,000	3,000	3,000
500	500	500	74400 RECRUITMENT EXPENSE		500	500	500
0	0	3,000	74520 POLICE RESERVE PROGRAM		3,000	3,000	3,000

City of Cottage Grove Fiscal Year 2022-23 Budget

GENERAL FUND: Police Department 001-020

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	FTE	2022-23 PROPOSED	2022-23 APPROVED	2022-23 ADOPTED
9,232	9,941	7,500	74710 INVESTIGATION EXPENSE		6,500	6,500	9,100
0	0	1,000	74720 INFORMANTS		1,000	1,000	1,000
3,202	8,331	14,000	74760 K-9 EXPENSE		14,000	14,000	14,000
5,060	0	0	74770 STORAGE FACILITY EXPENSE		0	0	0
1,924	1,420	2,000	76000 ANIMAL CONTROL		2,500	2,500	2,500
2,395	5,490	2,500	77110 COMMUNITY POLICING		2,000	2,000	2,000
266,892	303,199	321,600	TOTAL MATERIALS AND SERVICES		357,030	357,030	391,630
			CAPITAL OUTLAY				
16,600	25,500	125,000	84000 MOTOR VEHICLES		125,000	125,000	125,000
3,350	11,386	18,500	84030 COMPUTER EQUIPMENT		18,500	18,500	18,500
0	13,653	31,000	84040 RADIO EQUIPMENT		31,000	31,000	31,000
19,950	50,540	174,500	TOTAL CAPITAL OUTLAY		174,500	174,500	174,500
2,703,710	2,793,053	3,349,130	TOTAL EXPENDITURES		3,660,465	3,660,465	3,695,065

City of Cottage Grove Fiscal Year 2022-23 Budget

GENERAL FUND: Youth Peer Court 001-026

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	2022-23 FTE	2022-23 PROPOSED	2022-23 APPROVED	2022-23 ADOPTED
PERSONNEL SERVICES							
19,420	17,425	28,205	60610 YOUTH PEER COURT ASSISTANT	0.58	31,615	31,615	31,615
99	64	110	62010 WORKERS' COMPENSATION		70	70	70
20	17	60	62020 UNEMPLOYMENT		380	380	380
1,495	1,333	2,440	62030 FICA		2,735	2,735	2,735
0	6,781	0	63020 RETIREMENT		6,485	6,485	6,485
0	0	0	63060 PFMLI		65	65	65
21,034	25,620	30,815	TOTAL PERSONNEL SERVICES	0.58	41,350	41,350	41,350
MATERIALS AND SERVICES							
0	0	0	71000 CONTRACTUAL SERVICES		0	0	4,800
870	740	1,000	71520 TELEPHONE/MOBILE DEVICES		1,000	1,000	1,000
0	30	0	72010 OFFICE SUPPLIES		0	0	0
250	0	350	73600 MISCELLANEOUS SUPPLIES		350	350	350
0	0	100	74200 EDUCATION & REGISTRATION FEES		100	100	100
0	0	250	74210 TRAVEL & SUBSISTENCE		250	250	250
0	0	1,000	75040 RESTITUTION		1,000	1,000	1,000
1,120	770	2,700	TOTAL MATERIALS AND SERVICES		2,700	2,700	7,500
22,154	26,390	33,515	TOTAL EXPENDITURES		44,050	44,050	48,850

City of Cottage Grove Fiscal Year 2022-23 Budget

GENERAL FUND: Development 001-040

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	2022-23 PROPOSED	2022-23 APPROVED	2022-23 ADOPTED
PERSONNEL SERVICES						
10,744	11,445	11,870	60299 PUBLIC WORKS/DEVEL. DIRECTOR	0.10	12,695	12,695
80,422	84,058	149,510	60310 CITY PLANNER	1.00	76,680	76,680
44,442	47,794	0	60313 ASSISTANT CITY PLANNER	1.00	59,055	59,055
0	0	8,600	60317 BLDG PERMIT SPCLST/CODE COMPL	0.20	9,575	9,575
11,650	12,530	13,000	60410 ADMINISTRATIVE AIDE	0.30	15,115	15,115
12,076	12,779	0	60415 ADMINISTRATIVE AIDE	0.00	0	0
6,431	6,136	6,000	61000 TEMPORARY WORKER	0.22	12,000	12,000
1,552	831	1,640	62010 WORKERS' COMPENSATION		885	885
166	175	385	62020 UNEMPLOYMENT		2,225	2,225
12,385	13,109	16,400	62030 FICA		16,020	16,020
63	61	85	63010 LIFE INSURANCE		85	85
35,562	37,179	50,825	63020 RETIREMENT		49,355	49,355
590	587	725	63030 DISABILITY INSURANCE		720	720
62,076	61,028	66,250	63040 HEALTH INSURANCE		66,205	66,205
3,682	3,863	3,650	63050 DEFERRED COMPENSATION		0	0
0	0	0	63060 PFMLI		375	375
281,841	291,576	328,940	TOTAL PERSONNEL SERVICES	2.82	320,990	320,990
MATERIALS AND SERVICES						
1,536	1,722	2,000	70030 ADVERTISING		2,000	2,000
0	0	500	70800 MEETING EXPENSE		500	500
4,144	4,395	6,000	70900 PRINTING, BINDING & COPYING		5,000	5,000
33,864	35,030	20,000	71000 CONTRACTUAL SERVICES		22,220	22,220
3,060	724	22,500	71060 EMERGENCY MGMT/EOC		22,500	22,500
0	0	0	71210 CLOTHING		500	500
2,222	2,278	2,000	71520 TELEPHONE/MOBILE DEVICES		4,620	4,620
0	0	0	71540 FUEL AND LUBRICANTS		500	1,300
0	0	100	71560 COMMUNICATIONS SERVICE		0	0
0	0	0	71570 COMPUTER SOFTWARE/SUPPORT		2,780	2,780
2,974	1,981	5,000	71600 POSTAGE		2,500	2,500
0	240	100	71710 EQUIPMENT MAINTENANCE		100	100
2,549	3,217	2,000	72000 COMPUTER PROGRAMS & SUPPLIES		2,000	2,000
1,739	957	1,500	72010 OFFICE SUPPLIES		2,000	2,000
0	200	200	72030 BOOKS, MAPS & PERIODICALS		200	200
4,419	1,793	2,500	73600 MISCELLANEOUS SUPPLIES		2,500	2,500
2,256	2,258	2,500	74100 PROFESSIONAL ASSOC. DUES		2,500	2,500
2,200	1,493	4,000	74200 EDUCATION & REGISTRATION		2,500	2,500
2,509	0	3,000	74210 TRAVEL & SUBSISTENCE		3,000	3,000
479	82	1,000	76148 URBAN FORESTRY/EARTH DAY ACTIVITIES		1,000	1,000
0	215	1,000	76150 HISTORIC LANDMARK COMMISSION		1,000	1,000
0	3,497	0	76155 2018 HERITAGE ALL-STAR GRANT		0	0
0	209,684	362,950	76159 CARES 5311 GRANT EXPENSES		255,995	255,995
123,965	108,776	124,000	76160 5311 TRANSPORTATION GRANT		123,745	123,745
161,897	92,334	160,000	76162 MOD TRANSPORTATION SLW		260,000	260,000
93,374	93,372	98,500	76165 SPECIAL TRNSP. FUND - SLW		91,440	91,440
6,325	9,700	10,000	76170 MAIN STREET FAÇADE		10,000	10,000
0	0	0	76173 5311 LANE-DOUGLAS CONNECTOR - SLW		84,350	84,350
0	0	0	76174 LTD LANE-DOUGLAS CONNECTOR-SLW		179,215	179,215
0	0	0	76182 FTA SECTION 5339 BUS GRANT SLW		122,400	122,400
0	0	0	76183 5310 PREVENTATIVE MAINTENANCE-SLW		36,080	36,080
23,870	23,500	10,000	76185 MAIN STREET PROGRAM SUPPORT		10,000	10,000
1,500	6,450	4,050	76197 CLG GRANT 2020-21		0	0
0	0	0	76198 CLG GRANT OR-22-07		31,430	31,430
0	52,500	12,000	76199 RURAL OPP. INITIATIVE PROJECT GRANT		0	0
560	1,209	5,000	76255 NUISANCE ABATEMENT		5,000	5,000

City of Cottage Grove Fiscal Year 2022-23 Budget

GENERAL FUND: Development 001-040

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	2022-23 PROPOSED	2022-23 APPROVED	2022-23 ADOPTED
MATERIALS AND SERVICES - CONTINUED						
1,000	0	0	76270 SPECIAL PROJECTS - PRESERVATION	5,000	5,000	5,000
0	0	10,000	76277 2020 TRANS. GROWTH MNGMT -BIKE/PED	10,000	10,000	10,000
180,000	0	0	76280 OREGON MAIN ST REVITALIZATION GRANT	0	0	0
0	0	10,000	76281 DLCDC AFFORDABLE HOUSING PLCY & IMPL.	5,000	5,000	5,000
0	0	5,000	76282 LOCAL FOODS-PLCS RARE INTERN SUPPORT	0	0	0
35,235	86,592	0	76285 TRANSIT DEVELOPMENT PLAN	0	0	0
27,450	0	0	76290 EV CHARGING STATION	0	0	0
0	0	22,000	76295 ENTREPRENEURIAL DEV PROGRAM - RAIN	21,000	21,000	21,000
0	0	25,000	76300 WOODARD FAM FOUND GRANT - RAIN	25,000	25,000	25,000
719,128	744,198	934,400	TOTAL MATERIALS AND SERVICES	1,355,575	1,355,575	1,356,375
CAPITAL OUTLAY						
0	14,810	3,000	83000 BUILDING MAINTENANCE AND IMPROVEMENTS	0	0	0
0	14,810	3,000	TOTAL CAPITAL OUTLAY	0	0	0
1,000,969	1,050,584	1,266,340	TOTAL EXPENDITURES	1,676,565	1,676,565	1,677,365

City of Cottage Grove Fiscal Year 2022-23 Budget

GENERAL FUND: Community Services 001-052

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	FTE	2021-22 PROPOSED	2021-22 APPROVED	2021-22 ADOPTED
PERSONNEL SERVICES							
66,144	71,379	73,690	60165 COMMUNITY COORDINATOR	1.00	82,295	82,295	82,295
36,235	38,761	41,825	60170 COMMUNITY COORDINATOR ASST	1.00	46,250	46,250	46,250
1,894	942	1,980	62010 WORKERS' COMPENSATION		1,000	1,000	1,000
103	111	250	62020 UNEMPLOYMENT		1,605	1,605	1,605
7,499	8,309	9,995	62030 FICA		11,120	11,120	11,120
50	49	55	63010 LIFE INSURANCE		55	55	55
16,462	17,677	30,625	63020 RETIREMENT		34,075	34,075	34,075
432	438	560	63030 DISABILITY INSURANCE		560	560	560
37,171	38,270	38,745	63040 HEALTH INSURANCE		38,745	38,745	38,745
1,323	2,388	3,025	63050 DEFERRED COMPENSATION		3,380	3,380	3,380
0	0	0	63060 PFMLI		260	260	260
167,314	178,323	200,750	TOTAL PERSONNEL SERVICES	2.00	219,345	219,345	219,345
MATERIALS & SERVICES							
0	203	1,200	70031 EVENTS & ADVERTISING		1,200	1,200	1,200
618	447	2,000	71000 CONTRACTUAL SERVICES		2,000	2,000	2,000
0	0	0	71000-001 CONTRACTUAL SERVICES - ARPA		200,000	0	0
0	0	15,000	71000-005 CONTRACTUAL SERVICES - SVA		15,000	15,000	15,000
10,623	6,994	7,000	71500 ELECTRICITY		7,560	7,560	7,560
2,278	2,186	2,500	71520 TELEPHONE/MOBILE DEVICES		4,060	4,060	4,060
2,675	2,629	2,900	71530 NATURAL GAS		2,900	2,900	2,900
0	0	500	71600 POSTAGE		500	500	500
325	161	1,000	71710 EQUIPMENT MAINT. & REPAIR		1,000	1,000	1,000
383	1,911	2,000	72000 COMPUTER HARDWARE & SUPPLIES		2,000	2,000	2,000
170	178	500	72010 OFFICE SUPPLIES		500	500	500
0	44	250	72030 BOOKS-MAPS-PERIODICALS		250	250	250
0	0	400	72100 MINOR EQUIPMENT & TOOLS		400	400	400
388	0	0	72420 POOL SUPPLIES		0	0	0
113	0	750	72700 MEETING EXPENSE		750	750	750
1,118	762	1,000	73600 MISCELLANEOUS SUPPLIES		1,000	1,000	1,000
10	145	1,000	74200 EDUCATION & REGISTRATION FEES		1,000	1,000	1,000
0	2	1,000	74210 TRAVEL & SUBSISTANCE		1,000	1,000	1,000
18,701	15,662	39,000	TOTAL MATERIALS & SERVICES		241,120	41,120	41,120
186,015	193,986	239,750	TOTAL EXPENDITURES		460,465	260,465	260,465

City of Cottage Grove Fiscal Year 2022-23 Budget

GENERAL FUND: Community Promotions 001-054

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	2022-23 PROPOSED	2022-23 APPROVED	2022-23 ADOPTED
MATERIALS AND SERVICES						
28,093	28,877	37,000	76105 CHAMBER OF COMMERCE	42,000	42,000	42,000
5,000	5,000	5,000	76107 SOUTH LANE WHEELS	5,000	5,000	5,000
16,474	25,869	30,000	76122 RURAL TOURISM GRANT PROJECTS	30,000	30,000	30,000
1,500	0	1,500	76123 FAMILY RELIEF NURSERY	1,500	1,500	1,500
18,547	0	0	76124 BOHEMIA MINING DAYS PROJECT	0	0	0
3,000	18,000	3,000	76136 COMMUNITY SHARING	3,000	3,000	3,000
0	0	0	76140 FEDERALLY QUALIFIED HEALTH CLINIC	100,000	0	0
145,000	75,000	75,000	76155 COMMUNITY POOL SUPPORT	75,000	75,000	75,000
0	0	0	76219 EUGENE SYMPHONY	27,000	27,000	27,000
5,103	1,119	1,500	77125 COMMUNITY EVENTS EXPENSE	1,500	1,500	1,500
0	15,000	0	77132 LOOKING GLASS SUPPORT	0	0	0
0	0	5,000	77134 HUERTO DE LA FAMILIA SUPPORT	0	0	0
222,716	168,866	158,000	TOTAL MATERIALS AND SERVICES	285,000	185,000	185,000
222,716	168,866	158,000	TOTAL EXPENDITURES	285,000	185,000	185,000

City of Cottage Grove Fiscal Year 2022-23 Budget

GENERAL FUND: Internal Support Department 001-095

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	2022-23 PROPOSED	2022-23 APPROVED	2022-23 ADOPTED
MATERIALS AND SERVICES						
1,152	292	1,000	70030 ADVERTISING	1,000	1,000	1,000
124,681	129,020	158,865	70400 INSURANCE AND BONDS	159,000	159,000	159,000
0	0	3,000	70700 LABOR NEGOTIATIONS	3,000	3,000	3,000
57,958	106,032	120,000	71000 CONTRACTUAL SERVICES	120,000	120,000	120,000
233	150	1,300	72025 VISIONING PROJECT	1,300	1,300	1,300
0	0	200	72035 SAFETY COMMITTEE	200	200	200
0	0	0	72055 SAFETY & APPRECIATION AWARDS	5,800	5,800	5,800
12,002	10,271	7,500	73600 MISCELLANEOUS SUPPLIES	10,500	10,500	10,500
196,027	245,765	291,865	TOTAL MATERIALS AND SERVICES	300,800	300,800	300,800
TRANSFERS						
574,065	501,135	628,530	90206 TRANSFER TO S LANE COMMS	356,535	356,535	356,535
90,000	75,000	75,000	90215 TRANSFER TO HOUSING ASST. TRUST FUND	0	0	0
452,201	416,797	488,730	90217 TRANSFER TO DEBT SERVICE	541,900	541,900	541,900
190,000	190,000	190,000	90231 TRANSFER TO GEN. RESERVE FUND	579,000	579,000	579,000
0	0	0	90232 TRANSFER TO WATER RESERVE	140,000	140,000	140,000
0	0	0	90234 TRANSFER TO STREET FUND	400,000	400,000	400,000
0	0	0	90235 TRANSFER TO WW RESERVE	200,000	200,000	200,000
0	0	0	80238 TRANSFER TO STREET SDC	210,870	0	0
1,306,264	1,182,932	1,382,260	TOTAL TRANSFERS	2,428,305	2,217,435	2,217,435
0	0	278,320	99000 CONTINGENCY	473,130	984,000	943,800
0	0	579,040	99010 UNAPPROPRIATED ENDING BALANCE	592,850	592,850	592,850
2,553,484	2,883,445	0	99020 ENDING BALANCE			
2,553,484	2,883,445	857,360	TOTAL ENDING BALANCE	1,065,980	1,576,850	1,536,650
4,055,775	4,312,143	2,531,485	TOTAL EXPENDITURES	3,795,085	4,095,085	4,054,885
9,833,803	10,097,813	9,797,075	TOTAL GENERAL FUND	14,018,550	14,018,550	14,018,550

City of Cottage Grove Fiscal Year 2022-23 Budget

STREET FUND: Street Maintenance 004-410

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	2022-23 FTE	2022-23 PROPOSED	2022-23 APPROVED	2022-23 ADOPTED
PERSONNEL SERVICES							
10,744	11,445	11,875	60299 PUBLIC WORKS/DEVEL. DIR.	0.10	12,695	12,695	12,695
3,120	3,200	3,350	60410 ADMINISTRATIVE AIDE	0.07	3,570	3,570	3,570
15,933	17,075	18,520	60440 UTILITIES MAINT. SUPERVISOR	0.22	20,645	20,645	20,645
14,991	17,447	18,915	60450 FLEET & FACILITIES MANAGER	0.22	20,645	20,645	20,645
144,172	161,592	169,285	60480 UTILITY MAINTENANCE WORKERS	3.18	185,925	185,925	185,925
12,882	0	0	61000 TEMPORARY WORKER	0.27	7,775	7,775	7,775
1,057	1,237	2,000	61100 OVERTIME		2,000	2,000	2,000
5,894	2,540	5,515	62010 WORKERS' COMPENSATION		2,570	2,570	2,570
204	212	450	62020 UNEMPLOYMENT		3,020	3,020	3,020
15,252	15,917	19,200	62030 FICA		21,730	21,730	21,730
83	92	100	63010 LIFE INSURANCE		100	100	100
34,598	39,314	57,020	63020 RETIREMENT		62,550	62,550	62,550
767	857	1,070	63030 DISABILITY INSURANCE		1,055	1,055	1,055
60,163	66,876	74,350	63040 HEALTH INSURANCE		74,325	74,325	74,325
531	589	600	63050 DEFERRED COMPENSATION		790	790	790
0	0	0	63060 PFMLI		505	505	505
320,391	338,392	382,250	TOTAL PERSONNEL SERVICES	4.06	419,900	419,900	419,900
MATERIALS AND SERVICES							
20,678	19,801	30,000	71000 CONTRACTUAL SERVICES		30,000	30,000	30,000
0	0	0	71210 CLOTHING		1,000	1,000	1,000
15,763	20,099	18,000	71500 ELECTRICITY		20,000	20,000	20,000
84,952	66,043	85,000	71510 STREET LIGHTING		95,000	95,000	95,000
5,637	5,241	6,000	71520 TELEPHONE/MOBILE DEVICES		3,880	3,880	3,880
2,565	2,689	2,000	71530 NATURAL GAS		3,000	3,000	3,000
6,960	3,152	6,000	71540 FUEL & LUBRICANTS		8,500	8,500	24,000
0	0	250	71560 COMMUNICATIONS SERVICE		0	0	0
1,187	949	2,000	71700 BUILDING MAINT. & REPAIR		1,000	1,000	1,000
9,871	6,525	10,000	71710 EQUIPMENT MAINT. & REPAIR		7,500	7,500	7,500
6,034	3,912	5,000	71720 VEHICLE MAINT. & REPAIR		5,000	5,000	5,000
31,152	15,379	15,000	71770 SIGN & SIGNAL MAINTENANCE		15,000	15,000	15,000
12,343	3,355	7,500	71780 STREET MAINTENANCE		20,000	20,000	20,000
6,804	2,949	5,000	72100 MINOR EQUIPMENT & TOOLS		5,000	5,000	5,000
7,825	308	10,000	72120 EQUIPMENT RENTAL & LEASE		5,000	5,000	5,000
0	2,953	5,000	72310 TRAFFIC MARKINGS SUPPLIES		5,000	5,000	5,000
3,791	4,091	2,500	72510 SAFETY EQUIPMENT		3,000	3,000	3,000
1,797	901	900	72600 CLEANING SUPPLIES		900	900	900
2,633	5,825	3,000	73000 SOIL-SAND-GRAVEL		5,000	5,000	5,000
22,253	633	1,500	73010 ASPHALT & CONCRETE		2,500	2,500	2,500
7,496	6,749	5,000	73600 MISCELLANEOUS SUPPLIES		5,000	5,000	5,000
249,741	171,555	219,650	TOTAL MATERIALS AND SERVICES		241,280	241,280	256,780
570,132	509,947	601,900	TOTAL EXPENDITURES		661,180	661,180	676,680

City of Cottage Grove Fiscal Year 2022-23 Budget

STREET FUND: Street Sweeping 004-412

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	FTE	2022-23 PROPOSED	2022-23 APPROVED	2022-23 ADOPTED
PERSONNEL SERVICES							
3,407	3,965	4,300	60450 FLEET & FACILITIES MANAGER	0.05	4,700	4,700	4,700
30,037	33,166	35,210	60480 UTILITY MAINTENANCE WORKER	0.60	39,360	39,360	39,360
231	17	300	61100 OVERTIME		300	300	300
878	475	1,040	62010 WORKERS' COMPENSATION		500	500	500
34	37	100	62020 UNEMPLOYMENT		530	530	530
2,475	2,736	3,420	62030 FICA		3,830	3,830	3,830
15	16	40	63010 LIFE INSURANCE		40	40	40
6,368	7,508	10,450	63020 RETIREMENT		11,645	11,645	11,645
143	159	120	63030 DISABILITY INSURANCE		160	160	160
15,816	16,476	18,025	63040 HEALTH INSURANCE		18,025	18,025	18,025
46	55	70	63050 DEFERRED COMPENSATION		100	100	100
0	0	0	63060 PFMLI		70	70	70
59,450	64,608	73,075	TOTAL PERSONNEL SERVICES	0.65	79,260	79,260	79,260
MATERIALS AND SERVICES							
26	27	25	71520 TELEPHONE/MOBILE DEVICES		1,000	1,000	1,000
11,567	3,269	3,000	71540 FUEL & LUBRICANTS		4,000	4,000	19,000
197	105	1,250	71550 LANDFILL FEES		2,000	2,000	2,000
14,076	1,356	5,000	71710 EQUIP. MAINT. & REPAIR		5,000	5,000	5,000
0	47	25	73600 MISCELLANEOUS SUPPLIES		100	100	100
25,866	4,804	9,300	TOTAL MATERIALS AND SERVICES		12,100	12,100	27,100
85,315	69,412	82,375	TOTAL EXPENDITURES		91,360	91,360	106,360

City of Cottage Grove Fiscal Year 2022-23 Budget

STREET FUND: Internal Support Department 004-495

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	2022-23 PROPOSED	2022-23 APPROVED	2022-23 ADOPTED
MATERIALS & SERVICES						
538	1,118	500	70030 ADVERTISING	1,000	1,000	1,000
1,000	3,836	4,675	70100 AUDIT EXPENSE	4,720	4,720	4,720
21,603	21,765	24,920	70400 INSURANCE & BONDS	24,920	24,920	24,920
476	595	500	71012 EMAIL & WEB SERVICES	500	500	500
0	0	0	71570 COMPUTER SOFTWARE/SUPPORT	4,250	4,250	4,250
34	7	100	71600 POSTAGE	100	100	100
2,175	2,281	1,000	72000 COMPUTER HARDWARE & SUPPLIES	500	500	500
110	112	250	72010 OFFICE SUPPLIES	250	250	250
79	85	100	72030 BOOKS, MAPS & PERIODICALS	100	100	100
0	0	0	72055 SAFETY & APPRECIATION AWARDS	700	700	700
625	57	500	72100 MINOR EQUIPMENT-TOOLS	500	500	500
1,171	87	750	74100 PROFESSIONAL ASSOCIATION DUES	750	750	750
1,529	3,066	2,500	74200 EDUCATION & REGISTRATION FEES	2,500	2,500	2,500
165	0	500	74210 TRAVEL & SUBSISTENCE	500	500	500
713	1,397	1,000	74300 EMPLOYEE MEDICAL EXAMS & TESTS	1,200	1,200	1,200
68,985	69,155	69,285	79900 ADMINISTRATIVE FEE	69,760	69,760	69,760
20,000	20,000	20,000	79910 ENGINEERING SERVICE FEES	20,000	20,000	20,000
119,204	123,561	126,580	TOTAL MATERIALS & SERVICES	132,250	132,250	132,250
TRANSFERS						
57,300	10,000	20,000	90211 TRANSFER TO BICYCLE PATH FUND	20,000	20,000	20,000
50,813	30,491	74,180	90217 TRANSFER TO DEBT SERVICE	10,740	10,740	10,740
108,113	40,491	94,180	TOTAL TRANSFERS	30,740	30,740	30,740
0	0	90,275	99000 CONTINGENCY	179,470	179,470	148,970
0	0	0	99012 RESERVE FOR FUTURE EXPENDITURE	0	0	0
53,601	272,585	0	99020 ENDING BALANCE	0	0	0
53,601	272,585	90,275	TOTAL CONTINGENCY/ENDING BAL.	179,470	179,470	148,970
280,917	436,636	311,035	TOTAL EXPENDITURES	342,460	342,460	311,960
2,122,364	2,865,662	1,377,780	TOTAL STREET FUND EXPENDITURES	4,537,500	4,537,500	4,537,500

City of Cottage Grove Fiscal Year 2022-23 Budget

BUILDING INSPECTION PROGRAM FUND: Revenue 013-000 Expenditures 013-130

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	FTE	2022-23 PROPOSED	2022-23 APPROVED	2022-23 ADOPTED
REVENUE							
136,545	162,289	120,000	41010 CARRYOVER		200,000	200,000	200,000
279,466	213,827	300,000	45210 BUILDING INSPECTION FEES		300,000	300,000	300,000
174,638	188,634	217,560	45210-001 BUILDING INSPECTION FEES-OTHER		233,300	233,300	233,300
30,271	21,693	40,000	45211 BLDG. PERMIT STATE SURCHARGE		40,000	40,000	40,000
90,945	61,976	100,000	45212 CONSTRUCTION EXCISE TAX		200,000	200,000	200,000
18,317	13,293	20,000	45213 TECHNOLOGY FEE		20,000	20,000	20,000
41,224	27,565	40,000	45220 ELECTRICAL INSPECTION FEES		40,000	40,000	40,000
4,550	3,640	5,000	45220-001 ELECTRICAL INSPECTION FEES-OTHER		2,000	2,000	2,000
639,410	530,628	722,560	TOTAL PERMIT REVENUE		835,300	835,300	835,300
25	0	0	51120 FEDERAL GRANTS		0	0	0
4,978	1,365	1,500	53200 INTEREST INCOME		1,000	1,000	1,000
157	906	200	54060 MISCELLANEOUS REVENUE		200	200	200
0	0	1,000	55038 TRANSFER FROM BLDG INSPEC RES FUND		1,000	1,000	1,000
781,091	695,186	845,260	TOTAL REVENUE		1,037,500	1,037,500	1,037,500
EXPENDITURES							
PERSONNEL SERVICES							
10,744	11,445	11,875	60299 PUBLIC WORKS/DEVELOPMENT DIR	0.10	12,695	12,695	12,695
90,408	92,900	96,320	60403 ELECTRICAL INSPECTOR	1.00	103,160	103,160	103,160
48,899	55,356	59,460	60405 RESIDENTIAL BUILDING INSPECTOR	1.00	66,715	66,715	66,715
90,408	92,900	99,475	60408 BUILDING OFFICIAL	1.00	112,280	112,280	112,280
0	0	6,000	60409 BUILDING INSPECTOR	0.08	6,000	6,000	6,000
18,115	19,168	19,470	60410 ADMINISTRATIVE AIDE	0.45	22,670	22,670	22,670
846	518	830	62010 WORKERS' COMPENSATION		650	650	650
260	273	600	62020 UNEMPLOYMENT		3,890	3,890	3,890
19,296	20,352	25,570	62030 FICA		27,985	27,985	27,985
87	86	100	63010 LIFE INSURANCE		100	100	100
38,984	41,375	61,625	63020 RETIREMENT		68,240	68,240	68,240
845	886	1,000	63030 DISABILITY INSURANCE		1,000	1,000	1,000
72,621	74,257	75,800	63040 HEALTH INSURANCE		75,800	75,800	75,800
0	0	0	63060 PFMLI		650	650	650
391,512	409,516	458,125	TOTAL PERSONNEL SERVICES	3.63	501,835	501,835	501,835
MATERIALS AND SERVICES							
0	1,038	1,465	70100 AUDIT EXPENSE		1,480	1,480	1,480
3,051	3,017	3,120	70400 INSURANCE AND BONDS		3,120	3,120	3,120
0	0	0	71210 CLOTHING		500	500	500
1,711	1,749	1,500	71520 TELEPHONE/MOBILE DEVICES		3,115	3,115	3,115
0	1,204	1,000	71540 FUEL AND LUBRICANTS		2,000	2,000	3,500
0	0	100	71560 COMMUNICATIONS SERVICE		0	0	0
0	0	0	71570 COMPUTER SOFTWARE/SUPPORT		1,750	1,750	1,750
33	0	100	71600 POSTAGE		50	50	50
346	15	500	71720 VEHICLE MAINTENANCE & REPAIR		500	500	500
1,906	1,961	500	72000 COMPUTER HARDWARE & SUPPLIES		500	500	500
522	448	500	72010 OFFICE SUPPLIES		750	750	750

City of Cottage Grove Fiscal Year 2022-23 Budget

BUILDING INSPECTION PROGRAM FUND: Revenue 013-000 Expenditures 013-130

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	2022-23 FTE	2022-23 PROPOSED	2022-23 APPROVED	2022-23 ADOPTED
988	556	500	72030 BOOKS, MAPS & PERIODICALS		500	500	500
665	1,300	1,000	72050 COMPUTER EQUIPMENT		1,000	1,000	1,000
0	0	0	72055 SAFETY & APPRECIATION AWARDS		300	300	300
363	49	100	72100 MINOR EQUIPMENT & TOOLS		100	100	100
12,558	8,212	15,000	73420 CREDIT CARD PROCESSING EXPENSE		15,000	15,000	15,000
303	342	250	73600 MISCELLANEOUS SUPPLIES		500	500	500
894	577	2,000	74100 PROFESSIONAL ASSOCIATION DUES		1,200	1,200	1,200
2,980	2,975	3,000	74200 EDUCATION AND REGISTRATION FEES		3,500	3,500	3,500
3,171	565	2,000	74210 TRAVEL & SUBSISTENCE		2,000	2,000	2,000
0	0	2,500	74600 BUILDING INSPECTION SERVICES		2,500	2,500	2,500
30,571	21,398	40,000	74610 BLDG. INSP. STATE SURCHARGE		40,000	40,000	40,000
0	0	1,000	74620 ELECTRICAL INSP. SERVICES		1,000	1,000	1,000
86,732	59,493	96,000	74630 SCHOOL CONSTRUCTION EXCISE TAX		196,000	196,000	196,000
5,765	6,051	8,000	74635 VEHICLE ALLOWANCE - BLDG OFFICIAL		8,000	8,000	8,000
28,065	41,325	47,775	79900 ADMINISTRATIVE FEE		46,940	46,940	46,940
180,623	152,276	227,910	TOTAL MATERIALS AND SERVICES		332,305	332,305	333,805
25,000	25,000	25,000	90215 TRANSFER TO HOUSING ASST. TRUST FUND		0	0	0
1,693	1,760	1,860	90217 TRANSFER TO DEBT SERVICE		1,935	1,935	1,935
20,000	50,000	25,000	90218 TRANSFER TO BLDG INSP RESERVE		50,000	50,000	50,000
0	0	107,365	99000 CONTINGENCY		151,425	151,425	149,925
0	0	0	99010 UNAPPROPRIATED FUND BALANCE		0	0	0
162,289	56,636	0	99020 ENDING BALANCE		0	0	0
756,117	695,186	845,260	TOTAL EXPENDITURES		1,037,500	1,037,500	1,037,500

City of Cottage Grove Fiscal Year 2022-23 Budget

WATER FUND: Water Distribution 202-220

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	2022-23 FTE	2022-23 PROPOSED	2022-23 APPROVED	2022-23 ADOPTED
PERSONNEL SERVICES							
0	0	13,865	60215 PAYROLL/HR SPECIALIST	0.20	14,935	14,935	14,935
27,126	27,934	29,050	60240 UTILITIES BILLING SPECIALIST	0.53	25,165	25,165	25,165
7,896	10,665	16,775	60250 FINANCE CLERK	0.33	12,855	12,855	12,855
17,190	18,310	19,000	60299 PUBLIC WORKS/DEVEL. DIRECTOR	0.16	20,315	20,315	20,315
0	0	8,600	60317 BLDG PERMIT SPCLST/CODE COMPL	0.20	9,575	9,575	9,575
39,080	40,852	29,390	60410 ADMINISTRATIVE AIDE	0.63	32,035	32,035	32,035
19,187	20,060	20,365	60430 CITY ENGINEER	0.10	10,890	10,890	10,890
35,487	38,032	41,250	60440 UTILITIES MAINT. SUPERVISOR	0.49	49,985	49,985	49,985
27,257	31,722	34,400	60450 FLEET & FACILITIES MANAGER	0.40	37,535	37,535	37,535
283,059	303,294	365,000	60480 UTILITY MAINTENANCE WORKER	5.97	396,395	396,395	396,395
0	0	7,960	61000 TEMPORARY WORKERS	0.28	7,780	7,780	7,780
2,289	3,403	4,900	61100 OVERTIME		4,900	4,900	4,900
10,503	5,789	12,550	62010 WORKERS' COMPENSATION		7,000	7,000	7,000
460	496	1,160	62020 UNEMPLOYMENT		7,160	7,160	7,160
34,365	37,087	50,105	62030 FICA		52,515	52,515	52,515
190	203	225	63010 LIFE INSURANCE		225	225	225
85,542	92,658	148,200	63020 RETIREMENT		155,150	155,150	155,150
1,812	1,939	2,380	63030 DISABILITY INSURANCE		2,380	2,380	2,380
147,280	156,122	191,610	63040 HEALTH INSURANCE		190,775	190,775	190,775
2,689	2,761	2,580	63050 DEFERRED COMPENSATION		2,625	2,625	2,625
0	0	0	63060 PFMLI		1,230	1,230	1,230
741,413	791,328	999,365	TOTAL PERSONNEL SERVICES	9.29	1,041,425	1,041,425	1,041,425
MATERIALS AND SERVICES							
37,566	47,394	40,000	71000 CONTRACTUAL SERVICES		26,840	26,840	26,840
412	0	1,000	71210 CLOTHING		2,500	2,500	2,500
31,325	33,828	35,000	71500 ELECTRICITY		35,000	35,000	35,000
9,701	10,891	9,000	71520 TELEPHONE/MOBILE DEVICES		4,500	4,500	4,500
2,565	2,689	1,500	71530 NATURAL GAS		2,800	2,800	2,800
10,888	5,800	10,000	71540 FUEL & LUBRICANTS		17,500	17,500	33,000
0	0	500	71560 COMMUNICATIONS SERVICE		100	100	100
2,173	2,625	2,500	71700 BUILDING MAINT. & REPAIR		2,500	2,500	2,500
13,500	14,057	12,500	71710 EQUIPMENT MAINT. & REPAIR		15,000	15,000	15,000
5,956	3,492	7,500	71720 VEHICLE MAINT. & REPAIR		7,500	7,500	7,500
0	360	250	71730 RADIO MAINT. & REPAIR		250	250	250
99	0	500	72000 COMPUTER MAINT. & SUPPLIES		500	500	500
139	131	500	72010 OFFICE SUPPLIES		0	0	0
8,764	6,336	10,000	72100 MINOR EQUIPMENT & TOOLS		10,000	10,000	10,000
149	6,434	2,500	72120 EQUIP. RENTAL & LEASE		2,500	2,500	2,500
440	277	1,000	72400 LAB TESTS & SUPPLIES		1,000	1,000	1,000
0	667	500	72410 TREATMENT CHEMICALS		500	500	500
3,821	4,108	2,500	72510 SAFETY EQUIPMENT		2,500	2,500	2,500
2,000	1,066	1,000	72600 CLEANING & SANITARY SUPPLIES		500	500	500
6,913	18,094	7,500	73000 SAND & GRAVEL		10,000	10,000	10,000
2,565	887	3,000	73010 ASPHALT & CONCRETE		5,000	5,000	5,000
42,065	77,543	40,000	73100 WATER PIPE & APPURTENANCES		40,000	40,000	40,000
25,001	4,812	25,000	73110 HYDRANTS		25,000	25,000	25,000
13,681	17,561	15,000	73120 WATER METERS		10,000	10,000	10,000
15,998	18,811	20,000	73420 CREDIT CARD PROCESSING FEE		31,960	31,960	31,960
8,607	13,452	10,000	73600 MISC. SUPPLIES & EXPENSE		10,000	10,000	10,000
244,327	291,316	258,750	TOTAL MATERIALS AND SERVICES		263,950	263,950	279,450
985,739	1,082,643	1,258,115	TOTAL EXPENDITURES		1,305,375	1,305,375	1,320,875

City of Cottage Grove Fiscal Year 2022-23 Budget

WATER FUND: Internal Support Department 202-295

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	2022-23 PROPOSED	2022-23 APPROVED	2022-23 ADOPTED
MATERIALS & SERVICES						
331	406	1,000	70030 ADVERTISING	1,000	1,000	1,000
374	24	500	70040 CONSUMER CONFIDENCE REPORT	500	500	500
6,500	6,211	4,450	70100 AUDIT EXPENSE	4,490	4,490	4,490
33,382	33,082	40,495	70400 INSURANCE & BONDS	40,495	40,495	40,495
523	527	500	71012 EMAIL & WEB SERVICES	500	500	500
0	0	0	71570 COMPUTER SOFTWARE/SUPPORT	22,000	22,000	22,000
1,927	1,561	2,000	71600 POSTAGE	2,000	2,000	2,000
11,537	11,466	14,000	71610 UTILITY BILLING POSTAGE	14,000	14,000	14,000
5,801	7,530	10,000	72000 COMPUTER HARDWARE & SUPPLIES	5,340	5,340	5,340
1,569	1,686	3,000	72010 OFFICE SUPPLIES	3,000	3,000	3,000
545	587	1,000	72030 BOOKS, MAPS & PERIODICALS	1,000	1,000	1,000
0	0	0	72055 SAFETY & APPRECIATION AWARDS	1,900	1,900	1,900
625	57	500	72100 MINOR EQUIPMENT-TOOLS	500	500	500
46	18	500	73600 MISCELLANEOUS SUPPLIES	1,000	1,000	1,000
4,100	4,100	1,000	74000 PROGRAM FEES & DUES	1,000	1,000	1,000
5,777	4,989	6,000	74100 PROFESSIONAL ASSOCIATION DUES	6,000	6,000	6,000
5,608	7,065	6,000	74200 EDUCATION & REGISTRATION FEES	6,000	6,000	6,000
1,319	1,476	3,000	74210 TRAVEL & SUBSISTENCE	3,000	3,000	3,000
238	256	500	74300 EMPLOYEE MEDICAL EXAMS & TESTS	1,000	1,000	1,000
2,500	2,500	2,500	76133 WATERSHED COUNCIL	2,500	2,500	2,500
69,020	69,050	69,200	79900 ADMINISTRATION FEE	69,230	69,230	69,230
20,000	20,000	20,000	79910 ENGINEERING SERVICE FEES	20,000	20,000	20,000
171,721	172,591	186,145	TOTAL MATERIALS & SERVICES	206,455	206,455	206,455
TRANSFERS						
19,187	19,950	20,970	90217 TRANSFER TO DEBT SERVICE	21,860	21,860	21,860
125,000	100,000	193,000	90232 TRANSFER TO WATER RESERVE FUND	50,000	50,000	50,000
144,187	119,950	213,970	TOTAL TRANSFERS	71,860	71,860	71,860
0	0	414,275	99000 CONTINGENCY	196,235	196,235	180,735
0	0	0	99010 UNAPPROPRIATED ENDING BALANCE	0	0	0
715,511	697,155	0	99020 ENDING BALANCE	0	0	0
715,511	697,155	414,275	TOTAL ENDING BALANCE	196,235	196,235	180,735
1,031,419	989,695	814,390	TOTAL EXPENDITURES	474,550	474,550	459,050
2,710,438	2,713,272	2,759,900	TOTAL WATER FUND EXPENDITURES	2,536,400	2,536,400	2,536,400

City of Cottage Grove Fiscal Year 2022-23 Budget

WASTEWATER FUND: Wastewater Collection 302-320

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	2022-23 FTE	2022-23 PROPOSED	2022-23 APPROVED	2022-23 ADOPTED
PERSONNEL SERVICES							
0	0	13,865	60215 PAYROLL/HR SPECIALIST	0.20	15,045	15,045	15,045
21,496	22,135	23,020	60240 UTILITIES BILLING SPECIALIST	0.42	19,940	19,940	19,940
7,457	10,149	15,600	60250 FINANCE CLERK	0.31	12,225	12,225	12,225
17,190	18,310	19,000	60299 PUBLIC WORKS/DEVEL. DIRECTOR	0.16	20,315	20,315	20,315
0	0	6,445	60317 BLDG PERMIT SPCLST/CODE COMPL	0.15	7,180	7,180	7,180
19,663	20,667	11,705	60410 ADMINISTRATIVE AIDE	0.25	12,715	12,715	12,715
10,050	10,508	10,670	60430 CITY ENGINEER	0.05	5,705	5,705	5,705
10,864	11,643	12,630	60440 UTILITIES MAINT. SUPERVISOR	0.15	14,080	14,080	14,080
10,221	11,896	12,905	60450 FLEET & FACILITIES MANAGER	0.15	14,080	14,080	14,080
101,318	105,675	115,590	60480 UTILITY MAINTENANCE WORKER	2.06	124,695	124,695	124,695
0	0	7,960	61000 TEMPORARY WORKER	0.28	7,780	7,780	7,780
721	1,098	2,000	61100 OVERTIME		2,000	2,000	2,000
3,880	1,984	4,240	62010 WORKERS' COMPENSATION		2,500	2,500	2,500
199	212	500	62020 UNEMPLOYMENT		2,665	2,665	2,665
14,883	15,893	21,100	62030 FICA		21,400	21,400	21,400
78	82	100	63010 LIFE INSURANCE		100	100	100
36,490	39,364	58,615	63020 RETIREMENT		59,360	59,360	59,360
757	790	2,110	63030 DISABILITY INSURANCE		2,165	2,165	2,165
63,012	65,057	70,800	63040 HEALTH INSURANCE		72,810	72,810	72,810
1,350	1,399	1,490	63050 DEFERRED COMPENSATION		970	970	970
0	0	0	63060 PFMLI		530	530	530
319,629	336,860	410,345	TOTAL PERSONNEL SERVICES	4.18	418,260	418,260	418,260
MATERIALS AND SERVICES							
28,983	34,232	30,000	71000 CONTRACTUAL SERVICES		30,040	30,040	30,040
152	0	1,000	71210 CLOTHING		1,500	1,500	1,500
1,357	2,352	4,000	71500 ELECTRICITY		4,000	4,000	4,000
7,337	6,617	7,500	71520 TELEPHONE/MOBILE DEVICES		4,880	4,880	4,880
2,123	2,113	2,000	71530 NATURAL GAS		3,000	3,000	3,000
7,367	3,263	7,500	71540 FUEL & LUBRICANTS		15,000	15,000	22,600
0	0	500	71560 COMMUNICATIONS SERVICE		0	0	0
1,279	2,390	1,500	71700 BUILDING MAINT. & REPAIR		1,500	1,500	1,500
10,014	8,127	10,000	71710 EQUIPMENT MAINT. & REPAIR		10,000	10,000	10,000
5,041	1,509	2,000	71720 VEHICLE MAINT. & REPAIR		5,000	5,000	5,000
0	360	250	71730 RADIO MAINT. & REPAIR		250	250	250
0	375	250	72000 COMPUTER HARDWARE & SUPPLIES		250	250	250
150	1,489	250	72010 OFFICE SUPPLIES		0	0	0
7,326	4,437	7,500	72100 MINOR EQUIPMENT & TOOLS		5,000	5,000	5,000
31	6,315	1,000	72120 EQUIPMENT RENTAL & LEASE		1,000	1,000	1,000
2,403	2,596	1,500	72510 SAFETY EQUIPMENT		2,500	2,500	2,500
1,970	951	1,000	72600 CLEANING & SANITARY SUPPLIES		500	500	500
2,148	7,780	2,000	73000 SOIL/SAND/GRAVEL		10,000	10,000	10,000
1,251	723	2,000	73010 ASPHALT & CONCRETE		5,000	5,000	5,000
5,616	20,266	15,000	73200 SEWER PIPE		20,000	20,000	20,000
15,998	18,811	20,000	73420 CREDIT CARD PROCESSING FEE		32,460	32,460	32,460
3,423	7,881	5,000	73600 MISC. SUPPLIES & EXPENSE		5,000	5,000	5,000
103,972	132,586	121,750	TOTAL MATERIALS AND SERVICES		156,880	156,880	164,480
423,601	469,446	532,095	TOTAL EXPENDITURES		575,140	575,140	582,740

City of Cottage Grove Fiscal Year 2022-23 Budget

WASTEWATER FUND: Middlefield Golf Course 302-326

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	2022-23 FTE	2022-23 PROPOSED	2022-23 APPROVED	2022-23 ADOPTED
PERSONNEL SERVICES							
51,612	53,039	54,755	60476 GOLF SHOP MANAGER	1.00	58,590	58,590	58,590
33,036	40,535	34,730	60477 GOLF SHOP ASSISTANT	1.70	55,155	55,155	55,155
74,528	80,421	85,400	60478 GOLF COURSE SUPERINTENDENT	1.00	91,910	91,910	91,910
0	0	44,105	60479 ASSISTANT GOLF COURSE SUPER	1.00	48,565	48,565	48,565
81,289	85,484	105,125	61010 GROUNDSKEEPER/REG. PT. WORK	3.46	119,620	119,620	119,620
0	0	400	61100 OVERTIME		400	400	400
3,955	2,002	3,955	62010 WORKERS' COMPENSATION		3,600	3,600	3,600
243	263	650	62020 UNEMPLOYMENT		4,500	4,500	4,500
18,485	19,977	28,035	62030 FICA		32,340	32,340	32,340
49	49	100	63010 LIFE INSURANCE		100	100	100
26,388	33,358	64,775	63020 RETIREMENT		74,675	74,675	74,675
491	495	850	63030 DISABILITY INSURANCE		850	850	850
30,346	31,261	52,605	63040 HEALTH INSURANCE		42,120	42,120	42,120
1,032	1,061	2,250	63050 DEFERRED COMPENSATION		2,410	2,410	2,410
0	0	0	63060 PFMLI		750	750	750
321,454	347,943	477,735	TOTAL PERSONNEL SERVICES	8.16	535,585	535,585	535,585
MATERIALS AND SERVICES							
2,836	2,662	5,000	70030 ADVERTISING		5,000	5,000	5,000
3,900	7,853	8,000	71000 CONTRACTUAL SERVICES		2,900	2,900	2,900
3,189	3,065	500	71020 LICENSES & PERMITS		1,000	1,000	1,000
199	105	1,000	71210 CLOTHING		2,000	2,000	2,000
24,244	28,260	27,000	71500 ELECTRICITY		30,000	30,000	30,000
6,777	6,993	8,000	71520 TELEPHONE/MOBILE DEVICES		8,985	8,985	8,985
1,347	1,650	1,500	71530 NATURAL GAS		2,250	2,250	2,250
9,106	10,749	12,000	71540 FUEL & LUBRICANTS		20,000	20,000	27,800
7,208	5,041	10,000	71700 BUILDING MAINT. & REPAIR		10,000	10,000	10,000
19,857	35,823	40,000	71710 EQUIPMENT MAINT. & REPAIR		40,000	40,000	40,000
99	30	500	71720 VEHICLE MAINT. & REPAIR		250	250	250
1,343	452	2,000	72000 COMPUTER HARDWARE & SUPPLIES		1,000	1,000	1,000
420	475	500	72010 OFFICE SUPPLIES		0	0	0
0	0	200	72030 BOOKS, MAPS & PERIODICALS		500	500	500
1,092	7,424	2,500	72100 MINOR EQUIPMENT & TOOLS		7,500	7,500	7,500
202	68	1,000	72120 EQUIPMENT RENTAL & LEASE		500	500	500
0	0	0	72140 SHOP SUPPLIES		2,500	2,500	2,500
485	23	1,000	72200 LANDSCAPING SUPPLIES		500	500	500
4,547	8,695	10,000	72320 IRRIGATION PARTS & SUPPLIES		10,000	10,000	10,000
10,793	17,849	20,000	72330 SUPPLIES/PRO SHOP INVENTORY		20,000	20,000	20,000
22,045	29,297	30,000	72340 SUPPLIES/DELI FOOD		30,000	30,000	30,000
16,441	15,896	20,000	72430 CHEMICALS/FERTILIZER		25,000	25,000	25,000
0	0	0	72440 GREENS MAINTENANCE SUPPLIES		2,500	2,500	2,500
0	0	0	72460 CART PATH MAINTENANCE SUPPLIES		5,000	5,000	5,000
936	999	1,000	72600 CLEANING & SANITARY SUPPLIES		1,000	1,000	1,000
6,618	3,804	8,500	73000 SOIL/SAND/GRAVEL		10,000	10,000	10,000
0	0	7,600	73420 CREDIT CARD PROCESSING FEE		9,500	9,500	9,500
8,838	11,859	2,000	73600 MISC. SUPPLIES & EXPENSE		4,000	4,000	4,000
2,563	2,210	2,000	74100 PROFESSIONAL ASSOC. DUES		2,000	2,000	2,000
408	1,138	1,000	74200 EDUCATION & REGISTRATION FEES		2,500	2,500	2,500
369	0	1,500	74210 TRAVEL & SUBSISTENCE		2,000	2,000	2,000
155,861	202,419	224,300	TOTAL MATERIALS AND SERVICES		258,385	258,385	266,185
477,315	550,363	702,035	TOTAL EXPENDITURES		793,970	793,970	801,770

City of Cottage Grove Fiscal Year 2022-23 Budget

WASTEWATER FUND: Internal Support Department 802-395

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	2022-23 PROPOSED	2022-23 APPROVED	2022-23 ADOPTED
MATERIALS & SERVICES						
459	0	1,000	70030 ADVERTISING	1,000	1,000	1,000
7,000	7,311	4,230	70100 AUDIT EXPENSE	4,270	4,270	4,270
65,931	81,517	77,875	70400 INSURANCE & BONDS	99,500	99,500	99,500
1,065	888	3,000	71000 CONTRACTUAL SERVICES	1,000	1,000	1,000
455	561	500	71012 EMAIL & WEB SERVICES	500	500	500
0	0	0	71570 COMPUTER SOFTWARE/SUPPORT	30,450	30,450	30,450
1,128	1,171	750	71600 POSTAGE	1,000	1,000	1,000
3,902	3,878	5,000	71610 UTILITY BILLING POSTAGE	5,000	5,000	5,000
6,355	7,830	10,000	72000 COMPUTER HARDWARE & SUPPLIES	5,340	5,340	5,340
392	535	1,000	72010 OFFICE SUPPLIES	1,500	1,500	1,500
166	179	300	72030 BOOKS, MAPS & PERIODICALS	300	300	300
0	0	0	72055 SAFETY & APPRECIATION AWARDS	2,650	2,650	2,650
625	115	1,000	72100 MINOR EQUIPMENT-TOOLS	500	500	500
9,251	10,046	11,000	73220 NDPES DISCHARGE PERMIT	5,000	5,000	5,000
0	0	500	74000 PROGRAM FEES & DUES	500	500	500
2,335	3,242	3,000	74100 PROFESSIONAL ASSOCIATION DUES	4,000	4,000	4,000
3,815	4,586	3,000	74200 EDUCATION & REGISTRATION FEES	3,000	3,000	3,000
741	0	1,000	74210 TRAVEL & SUBSISTENCE	1,000	1,000	1,000
19	598	500	74300 EMPLOYEE MEDICAL EXAMS & TESTS	500	500	500
0	0	1,000	76010 RODENT CONTROL	1,000	1,000	1,000
2,500	2,500	2,500	76133 WATERSHED COUNCIL	2,500	2,500	2,500
69,045	69,145	69,205	79900 ADMINISTRATION FEE	75,150	75,150	75,150
20,000	20,000	20,000	79910 ENGINEERING SERVICE FEES	20,000	20,000	20,000
195,185	214,100	216,360	TOTAL MATERIALS & SERVICES	265,660	265,660	265,660
105,348	108,976	107,705	90217 TRANSFER TO DEBT SERVICE	109,450	109,450	109,450
50,000	59,000	325,000	90235 TRANSFER TO WW RESERVE FUND	100,000	100,000	84,600
155,348	167,976	432,705	TOTAL TRANSFERS	209,450	209,450	194,050
0	0	398,975	99000 CONTINGENCY	102,265	102,265	102,265
670,681	737,301	0	99020 ENDING BALANCE	0	0	0
670,681	737,301	398,975	TOTAL ENDING BALANCE	102,265	102,265	102,265
1,021,214	1,119,377	1,048,040	TOTAL EXPENDITURES	577,375	577,375	561,975
2,684,777	2,945,005	3,075,840	TOTAL WASTEWATER FUND EXPENDITURES	2,885,145	2,885,145	2,885,145

City of Cottage Grove Fiscal Year 2022-23 Budget

STORM DRAIN UTILITY FUND: Revenue 402-000 Expenditures 402-420

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	FTE	2022-23 PROPOSED	2022-23 APPROVED	2022-23 ADOPTED
REVENUE							
150,102	191,885	180,000	41010 CARRYOVER		84,500	84,500	84,500
400,735	401,557	400,000	45050 STORM DRAINAGE FEES		400,000	400,000	400,000
12,064	5,728	0	51120 FEDERAL GRANTS		0	0	0
3,575	1,329	2,000	53200 INTEREST INCOME		500	500	500
11	32	100	54010 CREDIT BUREAU		100	100	100
0	4,894	1,000	54050 AUCTION PROCEEDS		1,000	1,000	1,000
667	2,412	500	54060 MISCELLANEOUS REVENUE		500	500	500
567,154	607,838	583,600	TOTAL REVENUE		486,600	486,600	486,600
EXPENDITURES							
PERSONNEL SERVICES							
2,558	2,635	2,750	60240 UTILITIES BILLING SPECIALIST	0.05	2,375	2,375	2,375
2,193	2,577	3,720	60250 FINANCE CLERK	0.07	2,795	2,795	2,795
10,744	11,445	11,875	60299 PUBLIC WORKS/DEVEL. DIRECTOR	0.10	12,695	12,695	12,695
0	0	2,150	60317 BLDG PERMIT SPCLST/CODE COMPL	0.05	2,395	2,395	2,395
6,478	6,788	3,820	60410 ADMINISTRATIVE AIDE	0.08	4,080	4,080	4,080
7,310	7,641	8,150	60430 CITY ENGINEER	0.04	4,360	4,360	4,360
10,138	10,866	11,785	60440 UTILITIES MAINT. SUPERVISOR	0.14	13,145	13,145	13,145
5,451	6,345	9,610	60450 FLEET & FACILITIES MANAGER	0.08	7,510	7,510	7,510
81,100	82,337	93,490	60480 UTILITY MAINTENANCE WORKER	1.69	102,115	102,115	102,115
0	0	7,960	61000 TEMPORARY WORKER	0.00	0	0	0
656	1,129	1,000	61100 OVERTIME PAY		1,000	1,000	1,000
3,374	1,461	3,165	62010 WORKERS' COMPENSATION		1,620	1,620	1,620
126	133	310	62020 UNEMPLOYMENT		1,820	1,820	1,820
9,478	9,873	12,875	62030 FICA		13,095	13,095	13,095
51	53	65	63010 LIFE INSURANCE		65	65	65
23,321	24,022	38,100	63020 RETIREMENT		39,100	39,100	39,100
488	503	1,435	63030 DISABILITY INSURANCE		1,415	1,415	1,415
41,373	41,973	50,710	63040 HEALTH INSURANCE		48,390	48,390	48,390
734	699	825	63050 DEFERRED COMPENSATION		540	540	540
0	0	0	63060 PFMLI		305	305	305
205,573	210,480	263,795	TOTAL PERSONNEL SERVICES	2.30	258,820	258,820	258,820
MATERIALS & SERVICES							
0	0	0	70300 ADVERTISING		500	500	500
1,000	688	945	70100 AUDIT EXPENSE		955	955	955
4,854	5,223	6,235	70400 INSURANCE & BONDS		6,235	6,235	6,235
9,759	15,119	10,000	71000 CONTRACTUAL SERVICES		3,375	3,375	3,375
570	697	250	71012 EMAIL & WEB SERVICES		250	250	250
0	0	0	71210 CLOTHING		500	500	500
369	971	1,500	71500 ELECTRICITY		1,000	1,000	1,000
1,652	1,598	2,100	71520 TELEPHONE/MOBILE DEVICES		3,380	3,380	3,380
1,592	2,113	2,000	71530 NATURAL GAS		2,000	2,000	2,000
2,455	12,879	12,500	71540 FUEL & LUBRICANTS		18,000	18,000	18,000
0	314	3,750	71550 LANDFILL FEES		1,000	1,000	1,000
0	0	500	71560 COMMUNICATIONS SERVICE		0	0	0
0	0	0	71570 COMPUTER SOFTWARE/SUPPORT		5,425	5,425	5,425
252	256	250	71600 POSTAGE		250	250	250
1,527	1,518	2,000	71610 UTILITY BILLING POSTAGE		2,000	2,000	2,000
1,049	1,154	1,000	71700 BUILDING MAINT. & REPAIR		1,000	1,000	1,000
1,983	22,927	17,500	71710 EQUIPMENT MAINT. & REPAIR		5,000	5,000	5,000
1,137	398	1,000	71720 VEHICLE MAINT. & REPAIR		5,000	5,000	5,000
1,757	2,026	500	72000 COMPUTER HARDWARE & SUPPLIES		500	500	500
24	1,428	100	72010 OFFICE SUPPLIES		100	100	100

City of Cottage Grove Fiscal Year 2022-23 Budget

STORM DRAIN UTILITY FUND: Revenue 402-000 Expenditures 402-420

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	FTE	2022-23 PROPOSED	2022-23 APPROVED	2022-23 ADOPTED
0	0	0	72055 SAFETY & APPRECIATION AWARDS		1,100	1,100	1,100
6,752	2,760	7,500	72100 MINOR EQUIPMENT & TOOLS		2,500	2,500	2,500
31	31	1,000	72120 EQUIPMENT RENTAL & LEASE		500	500	500
524	211	200	72600 CLEANING & SANITARY SUPPLIES		250	250	250
1,867	7,414	2,000	73000 SOIL-SAND-GRAVEL		2,000	2,000	2,000
952	345	2,000	73010 ASPHALT & CONCRETE		1,000	1,000	1,000
355	0	5,000	73020 STORM PIPE		5,000	5,000	5,000
3,555	4,180	4,000	73420 CREDIT CARD PROCESSING FEE		6,900	6,900	6,900
2,428	4,272	2,575	73600 MISCELLANEOUS SUPPLIES		3,000	3,000	3,000
0	0	500	74000 PROGRAM FEES AND DUES		500	500	500
20,105	21,445	23,370	79900 ADMINISTRATIVE FEE		27,240	27,240	27,240
20,000	20,000	20,000	79910 ENGINEERING FEES		20,000	20,000	20,000
86,549	129,967	130,275	TOTAL MATERIALS & SERVICES		125,960	125,960	126,460
0	50,455	51,000	90203 TRANSFER TO STREET FUND		40,000	40,000	40,000
3,147	3,272	3,445	90217 TRANSFER TO DEBT SERVICE		3,590	3,590	3,590
80,000	83,985	84,930	90236 TRANSFER TO STORM DRAIN RES		0	0	0
83,147	137,712	139,375	TOTAL TRANSFERS		43,590	43,590	43,590
0	0	50,155	99000 CONTINGENCY		58,230	58,230	57,730
191,885	129,679	0	99020 ENDING BALANCE		0	0	0
0	0	0	TOTAL ENDING FUND BALANCE		0	0	0
567,154	607,838	583,600	TOTAL EXPENDITURES		486,600	486,600	486,600

City of Cottage Grove Fiscal Year 2022-23 Budget

INDUSTRIAL PARK OPERATION FUND: Revenue 502-000 Expenditures 502-520

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	2022-23 PROPOSED	2022-23 APPROVED	2022-23 ADOPTED
REVENUE						
220,534	118,644	875,000	41010 CARRYOVER	25,000	25,000	25,000
3,219	440	300	53200 INTEREST INCOME	100	100	100
0	0	0	54060 MISCELLANEOUS REVENUE	0	0	0
0	0	0	54300 SALE OF PROPERTY	775,000	775,000	860,000
0	0	0	54400 LOAN PROCEEDS	0	0	0
223,754	119,083	875,300	TOTAL REVENUE	800,100	800,100	885,100
EXPENDITURES						
MATERIAL & SERVICES						
948	0	75,000	71000 CONTRACTUAL SERVICES	75,000	75,000	75,000
10	0	80	79900 ADMINISTRATIVE FEE	0	0	0
958	0	75,080	TOTAL MATERIALS & SERVICES	75,000	75,000	75,000
CAPITAL OUTLAY						
0	0	0	82000 LAND ACQUISITION	0	0	0
104,151	102,751	101,370	90217 TRANSFER TO DEBT SERVICE	79,890	79,890	79,890
0	0	0	90236 TRANSFER TO STRM DRAIN RESERVE	0	0	85,000
0	0	698,850	99000 CONTINGENCY	645,210	645,210	645,210
118,645	16,332	0	99020 ENDING BALANCE	0	0	0
223,754	119,083	875,300	TOTAL EXPENDITURES	800,100	800,100	885,100

City of Cottage Grove Fiscal Year 2022-23 Budget

STORM DRAIN RESERVE FUND: Revenue 736-000 Expenditures 736-736

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	2022-23 PROPOSED	2022-23 APPROVED	2022-23 ADOPTED
REVENUE						
2,008,639	1,936,174	577,857	41010 CARRYOVER	1,900,000	1,900,000	1,815,000
611,690	612,762	600,000	45051 STORM DRAIN SURCHARGE	600,000	600,000	600,000
41,882	12,605	14,000	53200 INTEREST INCOME	6,000	6,000	6,000
80,000	83,985	112,125	55010 TRANSFER FROM STORM DRAIN FUND	0	0	0
0	0	0	54420 IND. PARK INTERFUND LOAN REPAY	0	0	85,000
0	0	1,272,143	55422 STREET INTERFUND LOAN REPAY	0	0	0
2,742,211	2,645,526	2,576,125	TOTAL REVENUE	2,506,000	2,506,000	2,506,000
EXPENDITURES						
MATERIALS & SERVICES						
13,838	8,501	250,000	71000 CONTRACTUAL SERVICES	150,000	150,000	150,000
30	14,580	55,965	79900 ADMINISTRATIVE FEE	69,710	69,710	69,710
23,356	0	20,000	79910 ENGINEERING SERVICES	0	0	0
37,224	23,081	325,965	TOTAL MATERIALS & SERVICES	219,710	219,710	219,710
CAPITAL OUTLAY						
558,305	845,786	1,941,160	83000 BUILDINGS & IMPROVEMENTS	2,046,455	2,046,455	2,046,455
13,150	0	20,000	84000 MOTOR VEHICLES	10,000	10,000	10,000
90,839	2,500	100,000	84010 WORK EQUIPMENT	40,000	40,000	40,000
662,294	848,286	2,061,160	TOTAL CAPITAL OUTLAY	2,096,455	2,096,455	2,096,455
106,518	101,052	90,565	90217 TRANSFER TO DEBT SERVICE	91,335	91,335	91,335
0	0	98,435	99000 CONTINGENCY	98,500	98,500	98,500
1,936,175	1,673,108	0	99020 ENDING BALANCE	0	0	0
1,936,175	1,673,108	98,435	TOTAL ENDING BALANCE	98,500	98,500	98,500
2,742,211	2,645,526	2,576,125	TOTAL EXPENDITURES	2,506,000	2,506,000	2,506,000

City of Cottage Grove Fiscal Year 2022-23 Budget

SPECIAL TRUSTS FUND: Revenue 825-000 Expenditures 825-825

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	2022-23 PROPOSED	2022-23 APPROVED	2022-23 ADOPTED
REVENUE						
3,118	3,150	3,161	41010-203 CARRYOVER-ED JENKS TRUST	3,166	3,166	3,166
417	421	422	41010-204 CARRYOVER-MEMORIAL TREES	423	423	423
30	30	0	41010-205 CARRYOVER-MCALPINE DONATION	30	30	30
24	24	0	41010-206 CARRYOVER-COREY FAMILY DONAT	25	25	25
142	143	144	41010-207 CARRYOVER-CHAMBERS RR BRDG	144	144	144
3,139	3,171	9,723	41010-209 CARRYOVER-K-9 DONATIONS	10,039	10,039	10,039
615	621	624	41010-210 CARRYOVER-LIBRARY EXHIBITS	624	624	624
2,314	2,337	2,346	41010-211 CARRYOVER-LDS CHURCH SDWLK	2,349	2,349	2,349
429	433	435	41010-212 CARRYOVER-ARMORY DONATIONS	436	436	436
(10,974)	(10,974)	0	41010-213 CARRYOVER-EUGENE SYMPHY DON	0	0	0
17,537	355	517	41010-214 CARRYOVER-SWINGING BRIDGE	518	518	518
1,316	1,278	1,283	41010-215 CARRYOVER-KICKIN IT W/COPS	1,285	1,285	1,285
4,096	6,061	6,108	41010-216 CARRYOVER-DOG KENNEL	6,119	6,119	6,119
0	5,304	5,323	41010-217 CARRYOVER-PAT PATTERSON YAC SCH	4,831	4,831	4,831
0	1,319	122	41010-218 CARRYOVER-SHOP WITH A COP	1,632	1,632	1,632
0	0	0	41010-219 CARRYOVER-PASSING ON KINDNESS	3,035	3,035	3,035
0	0	0	41010-220 CARRYOVER-UNHOUSED NEEDS	1,740	1,740	1,740
250	130	50	53200 INTEREST INCOME	50	50	50
3,000	0	0	51130 STATE AND LOCAL GRANTS	0	0	0
824	160	0	54092 SWINGING BRIDGE DONATIONS	0	0	0
1,904	25	500	54093 DOG KENNEL DONATIONS	500	500	500
5,250	0	0	54154 PAT PATTERSON YAC SCHOLARSHIP	0	0	0
0	6,717	0	54160 K-9 DONATIONS	500	500	500
3,410	1,398	4,000	54170 H2O PROGRAM DONATIONS	4,000	4,000	4,000
10,414	0	10,000	54175 EUGENE SYMPHONY DONATIONS	27,000	27,000	27,000
0	0	1,000	54179 KICKIN' IT WITH COPS DONATION	0	0	0
0	0	0	54183 SKATE PARK DONATION	0	0	5,000
0	1,000	3,000	54187 SHOP WITH A COP	0	0	0
0	0	2,000	54189 PASSING ON KINDNESS	100	100	100
0	0	0	54191 UNHOUSED NEEDS	0	0	100
47,255	23,106	50,758	TOTAL REVENUE	68,546	68,546	73,646
EXPENDITURES						
MATERIALS AND SERVICES						
0	0	9,730	76015 K-9 EXPENSE	10,553	10,553	10,555
51	0	2,285	76020 KICKIN' IT WITH THE COPS EXPENSE	1,287	1,287	1,287
0	0	170	76126 ED JENKS TRUST	170	170	170
0	0	425	76127 MEMORIAL TREES PROGRAM	424	424	424
0	0	0	76128 MCALPINE EXPENSE	30	30	30
0	0	0	76129 COREY FAMILY EXPENSE	25	25	25
3,410	1,399	4,000	76200 H2O PROGRAM EXPENSE	4,000	4,000	4,000
0	0	625	76205 LIBRARY EXHIBITS	625	625	625
0	0	435	76215 ARMORY EXPENSE	437	437	437
0	0	2,355	76218 LDS CHURCH - SIDEWALK CONSTRUCTION	2,352	2,352	2,352
10,414	0	10,000	76219 EUGENE SYMPHONY	27,000	27,000	27,000
0	0	145	76220 CHAMBERS RR BRIDGE	144	144	144
0	0	6,615	76221 DOG KENNEL EXPENSES	6,627	6,627	6,627
1,694	2,197	3,125	76225 SHOP WITH A COP	1,634	1,634	1,634
0	500	5,330	76227 PAT PATTERSON YAC SCHOLARSHIP	4,838	4,838	4,838
0	0	0	76228 SWINGING BRIDGE EXPENSES	519	519	519
0	0	0	76229 SKATE PARK EXPENSE	0	0	5,000
0	0	0	76230 PASSING ON KINDNESS EXPENSE	3,139	3,139	3,139
0	0	0	76232 UNHOUSED NEEDS EXPENSE	1,742	1,742	1,840
15,570	4,096	45,240	TOTAL MATERIALS AND SERVICES	65,546	65,546	70,646

City of Cottage Grove Fiscal Year 2022-23 Budget

SPECIAL TRUSTS FUND: Revenue 825-000 Expenditures 825-825

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	2022-23 PROPOSED	2022-23 APPROVED	2022-23 ADOPTED
			CAPITAL OUTLAY			
18,010	0	518	83000-002 BUILDINGS & IMPROV - SWNG BRDG	0	0	0
18,010	0	518	TOTAL CAPITAL OUTLAY	0	0	0
3,000	3,000	3,000	99010 ED JENKS TRUST -UNAPPROP. BAL.	3,000	3,000	3,000
10,675	16,010	0	99020 ENDING BALANCE	0	0	0
47,255	23,106	48,758	TOTAL EXPENDITURES	68,546	68,546	73,646



Located at 7th & Main St. Cottage Grove, OR ♦ PO Box 178 Dorena OR 97434
Manager@southvalleyfarmersmarket.org Web: southvalleyfarmersmarket.org

February 28, 2022

Richard Meyers
City Manager
City of Cottage Grove
400 East Main St.
Cottage Grove, OR 97424

RE: \$5,000 request

Dear Richard Meyers:

I am writing on behalf of Cottage Grove's South Valley Farmers Market. Our market is striving to strengthen our local partnerships, namely with Downtown Cottage Grove, The Chamber of Commerce, Bohemia Food Hub, and other organizations. Through these partnerships, we have secured funding, to develop music programming for our downtown market every Saturday. We partner with regional and statewide organizations, to run programs such as the Double up Food Bucks nutrition incentive. This program greatly benefits our low-income community here in town, allowing them to buy double the fruits and vegetables, which also benefits our local farmers. Working with Be Your Best, Peacehealth, and Bohemia Food Hub, we are developing a Veggie Rx program, which aims to address food insecurity along with nutrition education. We also serve as a food access point for seniors and WIC families, who shop with farm direct vouchers, during the market season.

South Valley Farmers Market is requesting a \$5,000 contribution from the City of Cottage Grove's baseline fund, in order to better serve our community. This funding would increase our staffing budget so that we can continue to enhance our market with programs that make our small town market a weekend destination.

Sincerely,

Karen Bentson
South Valley Farmers Market Board President

Forward: Request for funding- Pueblos Summer Camps

message

Richard Meyers <citymanager@cottagegrove.org>
To: Roberta Likens <finance@cottagegrove.org>

Mon, Jun 20, 2022 at 8:52 AM

Richard Meyers
City Manager
Cottage Grove, Oregon
400 E. Main Street
Phone: (541)942-5501

----- Forwarded message -----

From: **Karen Rainsong** <director@singingcreekcenter.org>
Date: Tue, Jun 14, 2022 at 11:48 AM
Subject: Request for funding- Pueblos Summer Camps
To: Richard Meyers <citymanager@cottagegrove.org>, Greg Ervin <greg@ervinit.com>

Dear Richard,

I am submitting this proposal for funding for our Pueblos Summer Camp at Singing Creek Educational Center for one week of camp this year.

The camp, held at the Snapp House, is made available free of charge to Guatemalan and Latino families in Cottage Grove who could otherwise not afford to send their kids to summer camp.

We did this last year and it was very successful, and was funded by Oregon Community Foundation. We contracted with South Lane Wheels to provide transportation to and from the camp each day, and the summer free lunch program to provide lunches for these kids. The curriculum is "Pueblos" and follows a historical and cultural theme, connecting these kids with the history of the countries their ancestors came from. We employ a local Latina instructor and a Mam interpreter, to make the camp "tri-lingual" and accessible.

This year we have leftover funds from our grant to offer only one week of this amazing camp. Benefits to the children include educational learning, socialization, nature immersion, and community building. We would like to offer a second week of camp, which would benefit 10 children, and we need financial help to make this possible.

I will attach the report from last year's camps, and the budget. I hope it is not too late to receive some funds from the city for this important program. Included are all the expenses, including paying our Latina instructor to work directly with the families to register for the camp, since many of them don't speak English and may not have access to a computer.

We are requesting \$1,868 to run one week of this camp, and we will gladly thank the city in our promotional materials, social media, and on our website.

Please consider our request and let me know if you have any questions. Videos of last year's camps can be found on our YouTube Channel:

<https://www.youtube.com/channel/UCXuNzEu5WvY54SO4WcueQPQ>

Thank you so much,
Karen Rainsong

Karen Rainsong

She/Her/Hers

Executive Director

Singing Creek Educational Center



Budget 2022 Pueblos Summer Camp

Expenses for two weeks of camp:

\$1,320	Lead Instructor	\$22 an hour/ \$660 per week-
\$1,320	Translator, Instructor	\$22 an hour/ \$660 per week-
\$200	Transportation	to South Lane Wheels
\$200	Staff Training	2 staff, two hour session
\$300	Administration	
\$216	registration time pay	
\$140	supplies for camps	
\$70	Breakfast snacks	
\$60	stipends for guest presenters	

\$3,826 TOTAL Expenses for 2 weeks

Income

\$1,868	Requested
\$1,958	Remainder- last year's grant
\$3,826	TOTAL Income for two weeks

ONE WEEK CAMP EXPENSES

660	staff
660	staff
100	transportation
100	training
150	admin
108	registration time
70	supplies
35	breakfast
30	guest present.

1913 total



Report on Pueblos Summer Camp 2021
Singing Creek Educational Center, Cottage Grove, OR

During August 2021 we held two weeks of summer camp for low income families in the Cottage Grove area who are speakers of Spanish and Mam (primarily Guatemalan immigrants.) Funding was generously provided by Oregon Community Foundation, with financial and logistical support from our partner, the Family Resource Center in Cottage Grove. Transportation was provided at a discount rate by South Lane Wheels.



OVERVIEW

20 kids served

Monday - Friday summer day camp

9am to 2pm

We Provided: Transportation, breakfast, and lunch

Cost to families: FREE

Instructors: One lead instructor, one assistant,
one language interpreter and additional volunteers

Funding: Oregon Community Foundation

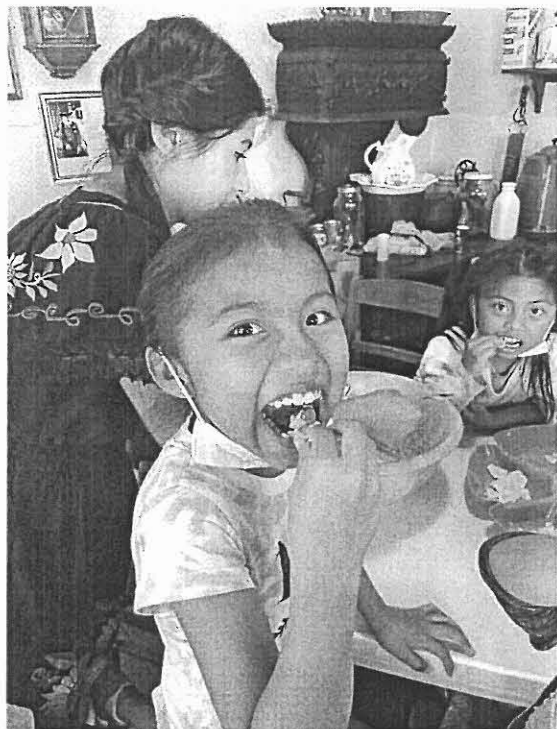
COMMUNITY PARTNERS

Ana Maria Dudley helped to connect us to the families and provided registration support. She consulted with us in meetings beforehand to determine the best way to gain the confidence of the families and to connect with them. The Family Resource Center also provided funds for breakfast foods and help with transportation. This demographic has traditionally been underserved in this area, and many of these children had nothing to do but be indoors in childcare all day long during August.

The children were picked up from the daycare provider each day by South Lane Wheels and returned there each day at 2pm. This made it easy for the families who normally don't have transportation to participate. Through the school district's summer free lunch program, we were able to pick up lunches each day for the children at Bohemia Elementary School and bring them to the Snapp House for them to enjoy.



CURRICULUM AND IMPACT



Our talented staff came up with a new curriculum focused on the culture and history of the Pueblos and Latino countries. The children made traditional foods like salsa, guacamole, tortillas, horchata and more. They learned about South American animals and made their own *alebrijes* on paper (a mix of several types on animals, brightly painted). They danced to salsa music, enjoyed puppet shows, splashed in the river, created and painted pottery, and much more. Special guests came to share their talents with the children.

The joy on the faces of the children is one of the best measures of success. Through the camaraderie with others, and the games, crafts and cooking, the children got a boost of confidence and connection. They couldn't wait to return each day. Our interpreter helped children who are speakers of Mam to fully participate in the camp. For many of the activities the children learned how to say things in three languages- Mam, Spanish and English. This was truly a tri-lingual camp. We are thrilled with the result and are very grateful to our funder and

community partners for making this unique experience a reality for these very deserving children.

FUTURE

Due to Covid-19 resurgence in Lane County we cancelled the final week of the Pueblos summer camp. However the funding remains for the last week of camp and we plan to offer it during summer of 2022, perhaps with additional weeks, if additional funding is procured. Our partners and the families were very happy for this opportunity to bring this special learning and growing experience to these children.



Karen Rainsong
Executive Director,
Singing Creek Educational Center
director@singingcreekcenter.org
541 968-1986

See our YouTube Channel for videos:
<https://www.youtube.com/channel/UCXuNzEu5WvY54SO4WcueQPQ>