

CITY OF COTTAGE GROVE

SPECIAL REVENUE FUNDS BUDGET SUMMARY

| FUND/DEPARTMENT | FY2007-08 ACTUAL | FY2008-09 ACTUAL | FY2009-10 ACTUAL | FY2010-11 BUDGET | FY2011-12 ADOPTED |
|-----------------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|------------------------------|
| Street Fund | | | | | |
| Street Maintenance | 408,182 | 393,211 | 384,125 | 454,985 | 436,980 |
| Street Sweeping | 64,210 | 60,458 | 81,719 | 131,060 | 123,185 |
| Capital Improvements/Purchases | 204,478 | 31,051 | 200,547 | 131,100 | 520,940 |
| Non-Departmental | 236,257 | 356,656 | 446,039 | 274,925 | 445,995 |
| Total Street Fund | 913,127 | 841,376 | 1,112,430 | 992,070 | 1,527,100 |
| Assessment Fund | 145,631 | 148,451 | 149,373 | 1,076,720 | 1,114,425 |
| Police Communications Fund | | | | | |
| Support Services | 310,334 | 329,376 | 333,329 | 369,035 | 389,818 |
| 911 Services | 217,650 | 218,615 | 222,363 | 233,029 | 242,874 |
| Non-Departmental | 135,522 | 101,063 | 53,997 | 11,263 | 11,580 |
| Total Police Communications Fund | 663,506 | 649,054 | 609,689 | 613,327 | 644,272 |
| Bicycle & Footpath Fund | 13,044 | 7,664 | 226,877 | 36,750 | 53,075 |
| Building Inspection Program Fund | 336,299 | 254,578 | 274,373 | 341,340 | 325,765 |
| Small Business Loan Fund | 9,281 | 9,461 | 9,519 | 259,560 | 9,620 |
| Housing Rehabilitation Fund | 432,070 | 439,736 | 442,265 | 444,135 | 446,835 |
| Narcotics Forfeiture Fund | 262,832 | 223,966 | 205,912 | 193,050 | 184,920 |
| Total Special Revenue Funds | 2,775,790 | 2,574,286 | 3,030,438 | 3,956,952 | 4,306,012 |



**City of Cottage Grove
Fiscal Year 2011-12 Budget**

**03-00 STREET FUND
REVENUE**

| 2008-09 ACTUAL | 2009-10 ACTUAL | 2010-11 BUDGET | DESCRIPTION | 2011-12 | | |
|-------------------|-------------------|-------------------|-----------------------------------|------------------|------------------|------------------|
| | | | | PROPOSED | APPROVED | ADOPTED |
| 154,729 | 257,965 | 274,755 | 41010 CARRYOVER | 349,025 | 349,025 | 349,025 |
| 319,128 | 340,204 | 310,280 | 42030 LOCAL GAS TAX | 325,000 | 325,000 | 325,000 |
| 358,244 | 389,280 | 405,035 | 51020 STATE HIGHWAY APPORTIONMENT | 463,285 | 463,285 | 463,285 |
| 0 | 74,777 | 0 | 51100 FEDERAL AID - URBAN | 387,290 | 387,290 | 387,290 |
| 358,244 | 464,057 | 405,035 | TOTAL INTERGOVERNMENTAL | 850,575 | 850,575 | 850,575 |
| 2,430 | 1,187 | 1,000 | 53200 INTEREST | 1,000 | 1,000 | 1,000 |
| 293 | 40 | 0 | 54050 AUCTION PROCEEDS | 500 | 500 | 500 |
| 6,552 | 4,323 | 1,000 | 54060 MISCELLANEOUS REVENUE | 1,000 | 1,000 | 1,000 |
| 0 | 44,654 | 0 | 54400 LOAN PROCEEDS | 0 | 0 | 0 |
| 6,845 | 49,017 | 1,000 | TOTAL MISCELLANEOUS | 1,500 | 1,500 | 1,500 |
| 841,376 | 1,112,430 | 992,070 | TOTAL REVENUE | 1,527,100 | 1,527,100 | 1,527,100 |



DEPARTMENT: STREET MAINTENANCE

OVERVIEW

The Street Department ensures safe and efficient traffic movements for various modes of transportation within the system. Duties include maintaining and repairing/replacing pavement surface including street amenities, traffic control devices, and keeping street right-of-ways clean.

DEPARTMENT OPERATIONAL OBJECTIVES

- Provide sanding, snow & debris removal during inclement weather to provide safe passage.
- Grade & re-rock unimproved streets annually.
- Maintain street ride ability by filling potholes and investigating & repairing sink holes.
- Maintain traffic control devices, which include regulatory, warning, directional signs, traffic signal operation, and traffic markings (striping crosswalks, centerlines of roadways, bike lanes, etc.)
- Keep right-of-ways clean for better visibility by tree trimming and vegetation control.
- Ensure street lights are working for night visibility.

BUDGET YEAR OBJECTIVES

- Continue City-wide leaf pickup program.
- Continue tree branch pickup program.
- Perform annual grading and re-rocking of unimproved streets.
- Be responsive to public safety needs such as sanding, snow removal, application of de-icing materials on bridges and surface maintenance.
- Replace and upgrade street signs.
- Re-stripe crosswalks, bike lanes, traffic lane striping, curb painting, pavement legends, etc as needed.
- Maintain the traffic signals and street lights through contracts.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2010-11

- Completed a special tree branch pick-up after the March 13, 2011 wind storm.
- Performed grading and re-rocking of unimproved streets.
- Replaced and upgraded street signs as needed
- Applied pavement markings on various streets.
- Investigated complaints and repaired or performed preventive street maintenance.

FULL-TIME EQUIVALENT POSITIONS

| Position | Adopted 2008-09 | Adopted 2009-10 | Adopted 2010-11 | Proposed 2011-12 |
|-----------------------------|----------------------------|----------------------------|----------------------------|-----------------------------|
| Public Works Director | 0.25 | 0.25 | 0.25 | 0.25 |
| Administrative Aide | - | - | - | - |
| Clerical Assistant | - | 0.05 | 0.05 | 0.05 |
| City Engineer | - | - | - | - |
| Utilities Maint. Supervisor | 0.20 | 0.20 | 0.20 | 0.20 |
| Fleet & Facilities Manager | 0.20 | 0.20 | 0.20 | 0.20 |
| Utility Maintenance Workers | 1.75 | 1.75 | 1.75 | 1.75 |
| Temporary Worker | 1.44 | 0.69 | 0.79 | 0.10 |
| Regular Part Time Worker | - | 0.35 | 0.35 | 0.34 |
| | 3.84 | 3.49 | 3.59 | 2.89 |

PERFORMANCE MEASUREMENTS

| <i>Strategy</i> | <i>Measure</i> | Actual 2007-08 | Actual 2008-09 | Actual 2009-10 | Estimate 2010-11 |
|----------------------------------------|--------------------------------------------------|-------------------|-------------------|-------------------|---------------------|
| Keep street right of ways unobstructed | No. of yards debris (leaf program) | 1,525 | 1,890 | 1,490 | 1,635 |
| | No. of yards debris (tree branch program) | 162 | 110 | 170 | 110 |
| | No. of letters sent to request vegetaion removal | 56 | 23 | 80 | 55 |
| Provide safe transportion system | No. of service requests | 29 | 108 | 110 | 115 |
| | No. of signs upgraded | * | 35 | 27 | 28 |
| | No. of new signs installed | * | 22 | 8 | 20 |

* - data not available

DID YOU KNOW?

Street System Facts:

- 43.6 miles of public streets (42.1 miles paved, 1.5 miles graveled or natural)
- 12 traffic signals (6 City, 6 ODOT)
- 507 street lights
- 1,368 traffic signs
- 566 street name signs
- 4.6 miles of improved on-street bike lanes
- 5.7 miles of off-street bike trails
- 1 lighted crosswalks



Patch repair at intersection of "H" Street and Chestnut Avenue, May 5, 2011.

**City of Cottage Grove
Fiscal Year 2011-12 Budget**

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

| 2008-09 ACTUAL | 2009-10 ACTUAL | 2010-11 BUDGET | DESCRIPTION | 2011-12 | | |
|------------------------|-------------------|-------------------|----------------------------------------------|----------------|----------------|----------------|
| | | | | PROPOSED | APPROVED | ADOPTED |
| PERSONAL SERVICES | | | | | | |
| 19,668 | 20,651 | 21,685 | 60400 PUBLIC WORKS DIRECTOR - 0.25 FTE | 21,685 | 21,685 | 21,685 |
| 0 | 1,884 | 1,885 | 60420 CLERICAL ASSISTANT - 0.05 FTE | 1,935 | 1,935 | 1,935 |
| 13,018 | 13,018 | 13,020 | 60440 UTILITIES MAINT. SUPERVISOR - 0.20 FTE | 13,345 | 13,345 | 13,345 |
| 13,190 | 13,190 | 13,195 | 60450 FLEET & FACILITIES MANAGER - 0.25 FTE | 13,525 | 13,525 | 13,525 |
| 73,517 | 76,547 | 80,795 | 60480 UTILITY MAINTENANCE WORKERS - 1.75 FT | 83,680 | 83,680 | 83,680 |
| 20,466 | 11,704 | 14,285 | 61000 TEMPORARY WORKERS - 0.79 FTE | 1,735 | 1,735 | 1,735 |
| 0 | 6,975 | 6,840 | 61010 REG. PART TIME WORKER - 0.35 FTE | 6,265 | 6,265 | 6,265 |
| 1,555 | 1,454 | 3,000 | 61100 OVERTIME | 3,000 | 3,000 | 3,000 |
| 4,683 | 5,373 | 6,660 | 62010 WORKERS' COMPENSATION | 5,735 | 5,735 | 5,735 |
| 319 | 227 | 310 | 62020 UNEMPLOYMENT | 800 | 800 | 800 |
| 10,575 | 10,864 | 11,835 | 62030 FICA | 11,105 | 11,105 | 11,105 |
| 153 | 108 | 100 | 63010 LIFE INSURANCE | 100 | 100 | 100 |
| 21,944 | 18,934 | 19,935 | 63020 RETIREMENT | 24,720 | 24,720 | 24,720 |
| 820 | 596 | 545 | 63030 DISABILITY INSURANCE | 580 | 580 | 580 |
| 32,901 | 36,142 | 38,895 | 63040 HEALTH INSURANCE | 40,370 | 40,370 | 40,370 |
| 212,808 | 217,665 | 232,985 | TOTAL PERSONAL SERVICES | 228,580 | 228,580 | 228,580 |
| MATERIALS AND SERVICES | | | | | | |
| 28,033 | 2,934 | 25,000 | 71000 CONTRACTUAL SERVICES | 20,000 | 20,000 | 20,000 |
| 10,340 | 17,150 | 22,100 | 71500 ELECTRICITY | 20,000 | 20,000 | 20,000 |
| 71,772 | 69,107 | 79,500 | 71510 STREET LIGHTING | 79,500 | 79,500 | 79,500 |
| 7,341 | 7,502 | 8,000 | 71520 TELEPHONE | 8,000 | 8,000 | 8,000 |
| 1,793 | 2,049 | 2,000 | 71530 NATURAL GAS | 2,500 | 2,500 | 2,500 |
| 7,588 | 8,057 | 9,000 | 71540 FUEL & LUBRICANTS | 9,000 | 9,000 | 9,000 |
| 590 | 590 | 600 | 71560 COMMUNICATIONS SERVICE | 600 | 600 | 600 |
| 2,141 | 634 | 4,000 | 71700 BUILDING MAINT. & REPAIR | 4,000 | 4,000 | 4,000 |
| 9,065 | 11,183 | 10,000 | 71710 EQUIPMENT MAINT. & REPAIR | 10,000 | 10,000 | 10,000 |
| 3,899 | 4,030 | 6,500 | 71720 VEHICLE MAINT. & REPAIR | 6,500 | 6,500 | 6,500 |
| 8 | 0 | 0 | 71730 RADIO MAINT. & REPAIR | 0 | 0 | 0 |
| 17,692 | 19,581 | 20,000 | 71770 SIGN & SIGNAL MAINTENANCE | 20,000 | 20,000 | 20,000 |
| 2,522 | 3,856 | 10,000 | 71780 STREET MAINTENANCE | 5,000 | 5,000 | 5,000 |
| 1,554 | 2,233 | 3,000 | 72100 MINOR EQUIPMENT & TOOLS | 3,000 | 3,000 | 3,000 |
| 3,415 | 2,785 | 5,000 | 72120 EQUIPMENT RENTAL & LEASE | 5,000 | 5,000 | 5,000 |
| 576 | 2,288 | 3,000 | 72310 TRAFFIC MARKINGS | 1,000 | 1,000 | 1,000 |
| 939 | 912 | 1,200 | 72510 SAFETY EQUIPMENT | 1,200 | 1,200 | 1,200 |
| 446 | 400 | 600 | 72600 CLEANING SUPPLIES | 600 | 600 | 600 |
| 6,614 | 7,783 | 6,500 | 73000 SAND & GRAVEL | 6,500 | 6,500 | 6,500 |
| 2,141 | 1,122 | 3,500 | 73010 ASPHALT & CONCRETE | 3,500 | 3,500 | 3,500 |
| 1,933 | 2,264 | 2,500 | 73600 MISCELLANEOUS SUPPLIES | 2,500 | 2,500 | 2,500 |
| 180,402 | 166,460 | 222,000 | TOTAL MATERIALS AND SERVICES | 208,400 | 208,400 | 208,400 |
| 393,211 | 384,125 | 454,985 | TOTAL EXPENDITURES | 436,980 | 436,980 | 436,980 |

DEPARTMENT: STREET SWEEPING

OVERVIEW

The Street Sweeping Department provides street cleaning for all public streets thereby reducing the amount of debris entering the City's storm drainage system. Clean streets are an indicator of community pride.

DEPARTMENT OPERATIONAL OBJECTIVES

- Remove the maximum amount of debris from public streets and prevent debris from entering the storm drainage system.
- Provide cleanup after community activities such as parades and other on-street activities that are attended by large numbers of people.
- Collect and dispose of road-kill animals picked up in the public street right-of-way.
- Provide clean-up assistance with the leaf pickup and tree branch chipping programs.
- Keep improved Bike Paths clean of debris.

BUDGET YEAR OBJECTIVES

- Extend street sweeping services for all recently constructed streets resulting from new development.
- Provide additional leaf pickup on all recently constructed and annexed streets.
- Continue to provide a full-street sweeping program on existing improved city streets including disposal of road-kill animals.
- Continue to provide sweeping after special community events such as parades.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2010-11

- Performed full street sweeping program that included leaf removal from all public streets; this also included sweeping after special community events.
- Removed debris following wind and rainstorms.
- Separated and disposed of contaminated street sweeper waste at the County landfill.

FULL-TIME EQUIVALENT POSITIONS

| Position | Adopted 2008-09 | Adopted 2009-10 | Adopted 2010-11 | Proposed 2011-12 |
|----------------------------|--------------------|--------------------|--------------------|---------------------|
| Administrative Aide | - | - | - | - |
| Fleet & Facilities Manager | 0.05 | 0.05 | 0.05 | 0.05 |
| Utility Maintenance Worker | 0.65 | 0.65 | 0.55 | 0.55 |
| | 0.70 | 0.70 | 0.60 | 0.60 |

PERFORMANCE MEASUREMENTS

| <i>Strategy</i> | <i>Measure</i> | Actual 2007-08 | Actual 2008-09 | Actual 2009-10 | Estimate 2010-11 |
|--------------------------------------|-----------------------------------------------------|-------------------|-------------------|-------------------|---------------------|
| Provide full street sweeping program | No. of times in Central Business District | 2/week | 2/week | 2/week | 2/week |
| | No. of times on Arterials & Major Collector Streets | 1-2/week | 1-2/week | 1-2/week | 1-2/week |
| | No. of times on Residential Street | 1/month | 1/month | 1/month | 1/month |
| | No. of times on Improved bike paths | 3/year | 3/year | 3/year | 3/year |
| | Total hours of operation | 1100 | 1100 | 1100 | 1100 |



2007 Elgin Eagle Street Sweeper

**City of Cottage Grove
Fiscal Year 2011-12 Budget**

**03 STREET FUND
03-02 STREET SWEEPING**

| 2008-09 ACTUAL | 2009-10 ACTUAL | 2010-11 BUDGET | DESCRIPTION | 2011-12 | | |
|-------------------|-------------------|-------------------|---------------------------------------------|----------------|----------------|----------------|
| | | | | PROPOSED | APPROVED | ADOPTED |
| | | | PERSONAL SERVICES | | | |
| 3,298 | 3,298 | 3,300 | 60450 FLEET & FACILITIES MANAGER - 0.05 FTE | 3,385 | 3,385 | 3,385 |
| 27,281 | 28,619 | 25,960 | 60480 UTILITY MAINTENANCE WORKER - 0.55 FTE | 27,810 | 27,810 | 27,810 |
| 80 | 240 | 600 | 61100 OVERTIME | 600 | 600 | 600 |
| 1,342 | 1,759 | 1,755 | 62010 WORKERS' COMPENSATION | 1,855 | 1,855 | 1,855 |
| 72 | 49 | 60 | 62020 UNEMPLOYMENT | 175 | 175 | 175 |
| 2,256 | 2,360 | 2,285 | 62030 FICA | 2,435 | 2,435 | 2,435 |
| 45 | 31 | 25 | 63010 LIFE INSURANCE | 25 | 25 | 25 |
| 5,813 | 5,185 | 4,795 | 63020 RETIREMENT | 6,210 | 6,210 | 6,210 |
| 239 | 170 | 135 | 63030 DISABILITY INSURANCE | 145 | 145 | 145 |
| 11,788 | 12,719 | 11,545 | 63040 HEALTH INSURANCE | 11,945 | 11,945 | 11,945 |
| 52,213 | 54,430 | 50,460 | TOTAL PERSONAL SERVICES | 54,585 | 54,585 | 54,585 |
| | | | MATERIALS AND SERVICES | | | |
| 5,284 | 6,141 | 8,500 | 71540 FUEL & LUBRICANTS | 8,500 | 8,500 | 8,500 |
| 0 | 12,308 | 60,000 | 71550 LANDFILL FEES | 50,000 | 50,000 | 50,000 |
| 2,960 | 8,840 | 12,000 | 71710 EQUIP. MAINT. & REPAIR | 10,000 | 10,000 | 10,000 |
| 0 | 0 | 100 | 73600 MISCELLANEOUS SUPPLIES | 100 | 100 | 100 |
| 8,245 | 27,289 | 80,600 | TOTAL MATERIALS AND SERVICES | 68,600 | 68,600 | 68,600 |
| 60,458 | 81,719 | 131,060 | TOTAL EXPENDITURES | 123,185 | 123,185 | 123,185 |



DEPARTMENT: STREET CAPITAL IMPROVEMENTS/PURCHASES

OVERVIEW

The Street Major Improvements/Capital Purchases Department accumulates financial reserves to perform major street improvement projects, perform contracted professional services and purchase capital equipment items for the City's street system. Oregon cities received monies from the Oregon Department of Transportation for maintenance and/or reconstruction of Federal Aid designated streets.

BUDGET YEAR OBJECTIVES

- Provide funding for work equipment used by the City's Public Works crew in the maintenance of the street system.
- Continue to save Federal Aid Urban dollars for the design and construction of Transportation Enhancement project (Highway 99 & Main Street).
- Complete engineering design and construction of small miscellaneous projects within the street system.
- Provide funding for traffic markings within the street system.
- Provide a portion of the funding necessary for a variety of shop improvements.
- Provide funding for the grading and rocking of City alley's and gravel roads.
- Funding maintenance repairs to Main Street Bridge.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2010-11

- Purchased various pieces of work equipment for the Public Works Department.
- Provided a portion of monies to complete various shop improvements.
- Graded and rocked City's alley, gravel streets and shop area.
- Completed sidewalk improvements at North River Road, and along the pedestrian/bike path behind City Hall.
- Maintained traffic markings throughout the City's transportation system.

**STREET PROJECTS
PROJECTED CAPITAL IMPROVEMENT NEEDS**

| Project | Total Costs (4/2010 \$) |
|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Upgrade 1.64 miles of streets in Very Poor Condition to a minimum of Good Condition | 1,698,500 |
| Upgrade 4.83 miles of streets in Poor Condition to a minimum of Good Condition | 1,555,200 |
| Upgrade 15.36 miles of streets in Fair Condition to a minimum of Good Condition | 466,100 |
| Upgrade 2.07 miles of paved sub-standard streets to a minimum of Good Condition (does not include widening to meet City standards) | 731,100 |
| Upgrade 1.51 miles of gravel sub-standard streets to a minimum of Good Condition (includes widening to meet City standards) | 2,557,200 |

TOTAL OF ESTIMATED COSTS NOT FUNDED = \$7,008,100

**City of Cottage Grove
Fiscal Year 2011-12 Budget**

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

| 2008-09 ACTUAL | 2009-10 ACTUAL | 2010-11 BUDGET | DESCRIPTION | 2011-12 | | |
|-------------------|-------------------|-------------------|----------------------------------|----------------|----------------|----------------|
| | | | | PROPOSED | APPROVED | ADOPTED |
| | | | MATERIALS AND SERVICES | | | |
| 4,416 | 98,613 | 54,000 | 71000 CONTRACTUAL SERVICES | 51,000 | 51,000 | 51,000 |
| 0 | 21,849 | 7,200 | 79910 ENGINEERING SERVICE FEES | 7,200 | 7,200 | 7,200 |
| 4,416 | 120,462 | 61,200 | TOTAL MATERIALS AND SERVICES | 58,200 | 58,200 | 58,200 |
| | | | CAPITAL OUTLAY | | | |
| 18,224 | 33,048 | 57,250 | 83000 BUILDINGS AND IMPROVEMENTS | 66,300 | 66,300 | 66,300 |
| 0 | 0 | 0 | 83050 FEDERAL AID URBAN PROJECTS | 387,290 | 387,290 | 387,290 |
| 0 | 44,654 | 8,500 | 84000 MOTOR VEHICLES | 1,500 | 1,500 | 1,500 |
| 8,411 | 2,383 | 4,150 | 84010 WORK EQUIPMENT | 7,650 | 7,650 | 7,650 |
| 0 | 0 | 0 | 84030 COMPUTER EQUIPMENT | 0 | 0 | 0 |
| 26,635 | 80,085 | 69,900 | TOTAL CAPITAL OUTLAY | 462,740 | 462,740 | 462,740 |
| 31,051 | 200,547 | 131,100 | TOTAL EXPENDITURES | 520,940 | 520,940 | 520,940 |



FUND: SPECIAL REVENUE

FUND/DEPARTMENT #: 03-95

DEPARTMENT: STREET NON-DEPARTMENTAL

OVERVIEW

The purpose of Street Non-Departmental is to account for expenditures that are common to all Street Fund activities. Those expenditures include costs for audit, insurance, administrative charges, postage, education, professional organization costs, medical tests, operational engineering support and other general expenses.

DEPARTMENT OPERATIONAL OBJECTIVES

- Training is provided for full-time employees that conduct the activities of the street infrastructure.
- Fees are paid from this fund for employee training.
- The department provides funding for mailing costs.
- Department pays its allotment for administrative and general engineering services as well any outstanding debt service.

BUDGET YEAR OBJECTIVES

- To continue to support the activities of the Street Maintenance, Street Sweeping and Street Major Improvements/Capital Purchases Departments.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2010-11

- Provide the Bicycle/Footpath Fund \$19,300 for the second payment of a 20 year repayment plan of the intra-fund loan that was needed to dismantle and salvage the Chambers Railroad Bridge.
- Transfer \$20,000 to the Bicycle/Footpath Fund to cover operating costs.

**City of Cottage Grove
Fiscal Year 2011-12 Budget**

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

| 2008-09 ACTUAL | 2009-10 ACTUAL | 2010-11 BUDGET | DESCRIPTION | 2011-12 | | |
|-------------------|-------------------|-------------------|---------------------------------------|------------------|------------------|------------------|
| | | | | PROPOSED | APPROVED | ADOPTED |
| | | | MATERIALS & SERVICES | | | |
| 62 | - | 200 | 70030 ADVERTISING | 200 | 200 | 200 |
| 4,787 | 2,924 | 1,855 | 70100 AUDIT EXPENSE | 2,745 | 2,745 | 2,745 |
| 15,279 | 9,454 | 9,380 | 70400 INSURANCE & BONDS | 9,380 | 9,380 | 9,380 |
| 220 | 48 | 100 | 71600 POSTAGE | 150 | 150 | 150 |
| 867 | 656 | 655 | 72000 COMPUTER SUPPLIES & MAINT. | 750 | 750 | 750 |
| 967 | 520 | 1,000 | 72010 OFFICE SUPPLIES | 900 | 900 | 900 |
| 7 | 141 | 200 | 72030 BOOKS, MAPS & PERIODICALS | 100 | 100 | 100 |
| 31 | 0 | 0 | 73600 MISC. SUPPLIES & SERVICES | 0 | 0 | 0 |
| 941 | 178 | 500 | 74100 PROFESSIONAL ASSOCIATION DUES | 500 | 500 | 500 |
| 1,278 | 777 | 1,200 | 74200 EDUCATION & REGISTRATION FEES | 1,200 | 1,200 | 1,200 |
| 337 | 195 | 500 | 74210 TRAVEL & SUBSISTENCE | 500 | 500 | 500 |
| 839 | 532 | 500 | 74300 EMPLOYEE MEDICAL EXAMS & TESTS | 500 | 500 | 500 |
| 0 | 54195 | 40,830 | 79900 ADMINISTRATIVE FEE | 60,485 | 60,485 | 60,485 |
| 0 | 20000 | 20,000 | 79910 ENGINEERING SERVICE FEES | 20,000 | 20,000 | 20,000 |
| 25,616 | 89,619 | 76,920 | TOTAL MATERIALS & SERVICES | 97,410 | 97,410 | 97,410 |
| 0 | 0 | 19,300 | 90211 TRANSFER TO BICYCLE PATH FUND | 39,300 | 39,300 | 39,300 |
| 73,075 | 80,661 | 83,590 | 90217 TRANSFER TO DEBT SERVICE | 83,810 | 83,810 | 83,810 |
| 73,075 | 80,661 | 102,890 | TOTAL TRANSFERS | 123,110 | 123,110 | 123,110 |
| 0 | 0 | 95,115 | 99000 CONTINGENCY | 225,475 | 225,475 | 225,475 |
| 257,964 | 275,759 | 0 | 99020 ENDING BALANCE | | | |
| 257,964 | 275,759 | 95,115 | TOTAL CONTINGENCY/ENDING BAL. | 225,475 | 225,475 | 225,475 |
| 356,655 | 446,039 | 274,925 | TOTAL EXPENDITURES | 445,995 | 445,995 | 445,995 |
| 841,375 | 1,112,430 | 992,070 | TOTAL STREET FUND EXPENDITURES | 1,527,100 | 1,527,100 | 1,527,100 |

FUND: SPECIAL REVENUE

FUND/DEPARTMENT #: 04-00

DEPARTMENT: ASSESSMENT

OVERVIEW

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

BUDGET YEAR OBJECTIVES

- Provide funding for improvements costs for North River Road LID, if formed.
- Provide funding for costs of any other LIDs formed during the fiscal year.
- Collect assessments for any completed local improvement districts (LID's).

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2010-11

- Managed and accounted for collections of assessments.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2010-11

- Obtain a warrant (type of loan) for the public improvements in the North River Road area if district is formed.

**City of Cottage Grove
Fiscal Year 2011-12 Budget**

04-00 ASSESSMENT FUND

| 2008-09 ACTUAL | 2009-10 ACTUAL | 2010-11 BUDGET | DESCRIPTION | 2011-12 | | |
|------------------------|-------------------|-------------------|--------------------------------|------------------|------------------|------------------|
| | | | | PROPOSED | APPROVED | ADOPTED |
| REVENUE | | | | | | |
| 145,631 | 148,451 | 149,280 | 41010 CARRYOVER | 150,075 | 150,075 | 150,075 |
| 0 | 0 | 926,690 | 54400 LOAN PROCEEDS | 963,600 | 963,600 | 963,600 |
| 2,819 | 922 | 750 | 53200 INTEREST INCOME | 750 | 750 | 750 |
| 148,450 | 149,373 | 1,076,720 | TOTAL REVENUE | 1,114,425 | 1,114,425 | 1,114,425 |
| EXPENDITURES | | | | | | |
| MATERIALS AND SERVICES | | | | | | |
| 0 | 0 | 148,515 | 79910 ENGINEERING SERVICE FEES | 153,600 | 153,600 | 153,600 |
| CAPITAL OUTLAY | | | | | | |
| 0 | 0 | 928,205 | 83000 BUILDINGS & IMPROVEMENTS | 960,825 | 960,825 | 960,825 |
| 148,451 | 149,373 | 0 | 99020 ENDING BALANCE | 0 | 0 | 0 |
| 148,451 | 149,373 | 1,076,720 | TOTAL EXPENDITURES | 1,114,425 | 1,114,425 | 1,114,425 |

DEPARTMENT: SUPPORT SERVICES/911 SERVICES

OVERVIEW

The department is responsible for emergency and routine communications involving the Cottage Grove Police Department and the 9-1-1 Public Safety Answering Point (PSAP). Department functions include business telephone reception, counter reception, computer entry and records search, police evidence collection and processing, statewide teletype communications, alarm and jail monitoring, communication coordination among agencies, emergency communication with the hearing and speech impaired and miscellaneous clerical tasks. This section operates on a 24-hour basis, seven days per week.

DEPARTMENT OPERATIONAL OBJECTIVES

- Provide service to the citizens of our community and the user agencies of Cottage Grove Police Communications.
- Complete back-up power supply for alternate 9-1-1 Center.

MAJOR ACCOMPLISHMENTS

- Completed the alternate 9-1-1 back-up center at city shop.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2010-11

- Creating additional Commander position and eliminating a Corporal position.

| Position | FULL-TIME EQUIVALENT POSITIONS | | | |
|---------------------------|--------------------------------|--------------------|--------------------|---------------------|
| | Adopted 2008-09 | Adopted 2009-10 | Adopted 2010-11 | Proposed 2010-12 |
| Police Chief | 0.20 | 0.20 | 0.20 | 0.20 |
| Police Commander | 0.15 | 0.15 | 0.15 | 0.30 |
| Police Corporal | 0.55 | 0.55 | 0.55 | 0.40 |
| Administrative Aide | 0.25 | 0.25 | 0.25 | 0.25 |
| Communications Specialist | 5.00 | 5.00 | 5.00 | 5.00 |
| | <u>6.15</u> | <u>6.15</u> | <u>6.15</u> | <u>6.15</u> |

PERFORMANCE MEASUREMENTS

| <i>Strategy</i> | <i>Measure</i> | 2008 | 2009 | 2010 |
|--------------------------------------------------------------------------------------------------------|-------------------------|-------|------|------|
| Provide efficient response to emergency and non-emergency calls for service, including other agencies. | Number of 911 Calls: | 7,378 | 6890 | 6547 |
| | Police Department Calls | 961 | 2014 | 3276 |
| | Ambulance Calls | 2,099 | 783 | 1060 |
| | Fire Calls | 199 | 63 | 99 |

DID YOU KNOW?

The primary 9-1-1 Answering Center is at City Hall; the alternate 9-1-1 Answering Center is located at the Public Works Shop. In case of an emergency that would not allow the use of the Center at City Hall, personnel would have another location to operate.

**City of Cottage Grove
Fiscal Year 2011-12 Budget**

06-00 POLICE COMMUNICATIONS FUND

| 2008-09 ACTUAL | 2009-10 ACTUAL | 2010-11 BUDGET | REVENUE | | 2011-12 | | |
|---------------------------|---------------------------|---------------------------|-------------------------------|-----------------|-----------------|----------------|--|
| | | | DESCRIPTION | PROPOSED | APPROVED | ADOPTED | |
| 127,518 | 92,798 | 90,000 | 41010 CARRYOVER | 76,600 | 76,600 | 76,600 | |
| | | | CHARGES FOR SERVICES | | | | |
| 29,589 | 88,547 | 0 | 45301 DISP SVS - GEN. FUND | 0 | 0 | 0 | |
| 29,589 | 88,547 | 0 | TOTAL CHARGES FOR SERVICES | 0 | 0 | 0 | |
| 51,677 | 50,974 | 46,724 | 51030 911 SERVICE CONTRACT | 48,184 | 48,184 | 48,184 | |
| 99,782 | 98,424 | 87,908 | 51031 911 TELEPHONE TAX | 89,855 | 89,855 | 89,855 | |
| 50,009 | 0 | 0 | 51410 S LANE CO FIRE AND RES | 0 | 0 | 0 | |
| 201,468 | 149,398 | 134,632 | TOTAL INTERGOVERNMENTAL | 138,039 | 138,039 | 138,039 | |
| 1,284 | 366 | 200 | 53200 INTEREST INCOME | 50 | 50 | 50 | |
| 289,195 | 278,580 | 388,495 | 55001 TRANSFER FROM GEN. FUND | 429,583 | 429,583 | 429,583 | |
| 649,054 | 609,689 | 613,327 | TOTAL REVENUE | 644,272 | 644,272 | 644,272 | |

**City of Cottage Grove
Fiscal Year 2011-12 Budget**

06-38 SUPPORT SERVICES

| 2008-09 ACTUAL | 2009-10 ACTUAL | 2010-11 BUDGET | EXPENDITURES | | 2011-12 | |
|------------------------|-------------------|-------------------|---------------------------------------------|----------------|----------------|----------------|
| | | | DESCRIPTION | PROPOSED | APPROVED | ADOPTED |
| PERSONAL SERVICES | | | | | | |
| 11,634 | 11,634 | 11,650 | 60500 POLICE CHIEF - .14 FTE | 11,925 | 11,925 | 11,925 |
| 7,333 | 7,333 | 7,400 | 60510 POLICE COMMANDER - .20 FTE | 14,176 | 14,176 | 14,176 |
| 15,091 | 15,558 | 15,700 | 60520 POLICE CORPORAL - .20 FTE | 11,865 | 11,865 | 11,865 |
| 5,931 | 6,228 | 6,550 | 60540 ADMINISTRATIVE AIDE - .15 FTE | 6,705 | 6,705 | 6,705 |
| 144,795 | 140,463 | 139,500 | 60551 COMMUNICATIONS SPECIALISTS - 3.35 FTE | 142,820 | 142,820 | 142,820 |
| 0 | 6,270 | 3,570 | 61000 TEMPORARY WORKER - .09 FTE | 3,745 | 3,745 | 3,745 |
| 14,969 | 20,660 | 20,685 | 61100 OVERTIME | 20,885 | 20,885 | 20,885 |
| 4,457 | 5,896 | 6,250 | 61200 HOLIDAY PAY | 6,305 | 6,305 | 6,305 |
| 1,601 | 1,740 | 3,095 | 62010 WORKERS' COMPENSATION | 3,165 | 3,165 | 3,165 |
| 476 | 327 | 740 | 62020 UNEMPLOYMENT | 1,185 | 1,185 | 1,185 |
| 15,420 | 16,098 | 18,200 | 62030 FICA | 18,570 | 18,570 | 18,570 |
| 260 | 172 | 280 | 63010 LIFE INSURANCE | 200 | 200 | 200 |
| 41,638 | 31,176 | 34,065 | 63020 RETIREMENT | 41,920 | 41,920 | 41,920 |
| 1,369 | 934 | 100 | 63030 DISABILITY INSURANCE | 1,055 | 1,055 | 1,055 |
| 49,108 | 55,612 | 77,520 | 63040 HEALTH INSURANCE | 80,982 | 80,982 | 80,982 |
| 314,081 | 320,101 | 345,305 | TOTAL PERSONAL SERVICES | 365,503 | 365,503 | 365,503 |
| MATERIALS AND SERVICES | | | | | | |
| 798 | 384 | 500 | 70900 PRINTING, BINDING & COPYING | 515 | 515 | 515 |
| 4,905 | 4,181 | 10,000 | 71000 CONTRACTUAL SERVICES | 10,000 | 10,000 | 10,000 |
| 0 | 0 | 100 | 71210 CLOTHING ALLOWANCE | 1,000 | 1,000 | 1,000 |
| 3,758 | 3,783 | 4,000 | 71520 TELEPHONE | 4,120 | 4,120 | 4,120 |
| 0 | 173 | 300 | 71710 EQUIPMENT MAINT. & REPAIR | 300 | 300 | 300 |
| 1,269 | 67 | 1,500 | 72000 COMPUTER SERVICE & SUPPLIES | 1,550 | 1,550 | 1,550 |
| 859 | 850 | 850 | 72010 OFFICE SUPPLIES | 850 | 850 | 850 |
| 279 | 403 | 280 | 72030 BOOKS, MAPS & PERIODICALS | 280 | 280 | 280 |
| 335 | 500 | 500 | 73600 MISC. SUPPLIES & EXPENSE | 500 | 500 | 500 |
| 50 | 80 | 100 | 74100 PROFESSIONAL ASSOC. DUES | 100 | 100 | 100 |
| 955 | 630 | 900 | 74200 EDUCATION & REGISTRATION | 900 | 900 | 900 |
| 385 | 28 | 600 | 74210 TRAVEL & SUBSISTENCE | 600 | 600 | 600 |
| 0 | 628 | 600 | 74400 RECRUITMENT EXPENSE | 600 | 600 | 600 |
| 13,593 | 11,707 | 20,230 | TOTAL MATERIALS AND SERVICES | 21,315 | 21,315 | 21,315 |
| CAPITAL OUTLAY | | | | | | |
| 216 | 1,500 | 1,000 | 84010 WORK EQUIPMENT | 1,000 | 1,000 | 1,000 |
| 937 | 21 | 1,000 | 84020 OFFICE FURNITURE & EQUIP. | 1,000 | 1,000 | 1,000 |
| 549 | | 1,500 | 84030 COMPUTER EQUIPMENT | 1,000 | 1,000 | 1,000 |
| 1,702 | 1,521 | 3,500 | TOTAL CAPITAL OUTLAY | 3,000 | 3,000 | 3,000 |
| 329,376 | 333,329 | 369,035 | TOTAL EXPENDITURES | 389,818 | 389,818 | 389,818 |

**City of Cottage Grove
Fiscal Year 2011-12 Budget**

06-91 911 SERVICES

EXPENDITURES

2011-12

| 2008-09 BUDGET | 2009-10 BUDGET | 2010-11 BUDGET | DESCRIPTION | PROPOSED | APPROVED | ADOPTED |
|-------------------------------|---------------------------|---------------------------|---------------------------------------------|-----------------|-----------------|----------------|
| PERSONAL SERVICES | | | | | | |
| 5,288 | 5,288 | 5,300 | 60500 POLICE CHIEF .06 FTE | 5,425 | 5,425 | 5,425 |
| 3,667 | 3,667 | 3,675 | 60510 POLICE COMMANDER - .10 FTE | 7,090 | 7,090 | 7,090 |
| 7,534 | 7,768 | 7,675 | 60520 POLICE CORPORAL - .10 FTE | 5,925 | 5,925 | 5,925 |
| 3,792 | 3,982 | 4,185 | 60540 ADMINISTRATIVE AIDE - .10 FTE | 4,290 | 4,290 | 4,290 |
| 71,317 | 69,183 | 68,080 | 60551 COMMUNICATIONS SPECIALISTS - 1.65 FTE | 70,735 | 70,735 | 70,735 |
| 0 | 3,088 | 1,800 | 61000 TEMPORARY WORKER - .04 FTE | 1,935 | 1,935 | 1,935 |
| 7,384 | 10,189 | 9,985 | 61100 OVERTIME | 10,285 | 10,285 | 10,285 |
| 2,197 | 2,907 | 3,270 | 61200 HOLIDAY PAY | 3,370 | 3,370 | 3,370 |
| 784 | 852 | 1,630 | 62010 WORKERS' COMPENSATION | 1,625 | 1,625 | 1,625 |
| 237 | 163 | 375 | 62020 UNEMPLOYMENT | 600 | 600 | 600 |
| 7,642 | 7,979 | 8,990 | 62030 FICA | 9,265 | 9,265 | 9,265 |
| 133 | 87 | 140 | 63010 LIFE INSURANCE | 100 | 100 | 100 |
| 20,608 | 15,427 | 17,200 | 63020 RETIREMENT | 21,500 | 21,500 | 21,500 |
| 682 | 466 | 550 | 63030 DISABILITY INSURANCE | 550 | 550 | 550 |
| 24,430 | 27,659 | 38,500 | 63040 HEALTH INSURANCE | 40,205 | 40,205 | 40,205 |
| 155,693 | 158,705 | 171,355 | TOTAL PERSONAL SERVICES | 182,900 | 182,900 | 182,900 |
| MATERIALS AND SERVICES | | | | | | |
| 55,989 | 54,039 | 49,724 | 71000 CONTRACTUAL SERVICES | 48,184 | 48,184 | 48,184 |
| 1,934 | 2,173 | 2,000 | 71520 TELEPHONE | 2,700 | 2,700 | 2,700 |
| 728 | 2,283 | 4,000 | 71730 RADIO MAINT. & REPAIR | 3,000 | 3,000 | 3,000 |
| 319 | 1,230 | 1,200 | 72000 COMPUTER SERVICE & SUPPLIES | 1,200 | 1,200 | 1,200 |
| 821 | 842 | 500 | 72010 OFFICE SUPPLIES | 500 | 500 | 500 |
| 163 | 150 | 150 | 72030 BOOKS, MAPS & PERIODICALS | 150 | 150 | 150 |
| 140 | 188 | 200 | 73600 MISC. SUPPLIES & EXPENSE | 200 | 200 | 200 |
| 0 | 90 | 100 | 74100 PROFESSIONAL ASSOCIATION DUES | 240 | 240 | 240 |
| 553 | 549 | 600 | 74200 EDUCATION & REGISTRATION | 600 | 600 | 600 |
| 108 | 357 | 600 | 74210 TRAVEL & SUBSISTENCE | 600 | 600 | 600 |
| 0 | 257 | 600 | 74400 RECRUITMENT EXPENSE | 600 | 600 | 600 |
| 60,754 | 62,158 | 59,674 | TOTAL MATERIALS AND SERVICES | 57,974 | 57,974 | 57,974 |
| CAPITAL OUTLAY | | | | | | |
| 2,168 | 1,500 | 1,500 | 84010 WORK EQUIPMENT | 1,500 | 1,500 | 1,500 |
| 0 | 0 | 500 | 84040 RADIO EQUIPMENT | 500 | 500 | 500 |
| 2,168 | 1,500 | 2,000 | TOTAL CAPITAL OUTLAY | 2,000 | 2,000 | 2,000 |
| 218,615 | 222,363 | 233,029 | TOTAL EXPENDITURES | 242,874 | 242,874 | 242,874 |

**City of Cottage Grove
Fiscal Year 2011-12 Budget**

06-95 NON-DEPARTMENTAL

| 2008-09 ACTUAL | 2009-10 ACTUAL | 2010-11 BUDGET | EXPENDITURES | 2011-12 | | |
|---------------------------|---------------------------|---------------------------|------------------------------------|-----------------|-----------------|----------------|
| | | | DESCRIPTION | PROPOSED | APPROVED | ADOPTED |
| 8,265 | 8,580 | 9,263 | 90217 TRANSFER TO DEBT SERVICE | 9,580 | 9,580 | 9,580 |
| 0 | 0 | 2,000 | 99000 CONTINGENCY | 2,000 | 2,000 | 2,000 |
| 92,798 | 45,417 | | 99020 ENDING BALANCE | | | |
| 101,063 | 53,997 | 11,263 | TOTAL EXPENDITURES | 11,580 | 11,580 | 11,580 |
| 649,054 | 609,689 | 613,327 | TOTAL POLICE COMMUNICATIONS | 644,272 | 644,272 | 644,272 |

DEPARTMENT: BICYCLE AND FOOTPATH

OVERVIEW

The function of the Bicycle and Footpath Fund is to provide for the operational and capital improvement needs of the City's bike paths. Revenue for the fund is derived from at least 1% of the State gasoline tax received by the City, and additional revenue is occasionally provided from other City funds for special projects. Labor for the operational activities of the fund are provided by the City's Public Works crew, and Capital Improvement projects are accomplished by the City's field crew and general contractors whose work is administered by the Engineering Department.

DEPARTMENT OPERATIONAL OBJECTIVES

- Perform mowing and brush control along all off-street bike paths.
- Perform annual re-striping of all on-street bike lanes.
- Perform repairs on bike/pedestrian system.

BUDGET YEAR OBJECTIVES

- Complete the restoration of the Chamber's Railroad Bridge.
- Continue to maintain and ensure functionality of the bicycle/pedestrian system.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2010-11

- Performed mowing and brush control along all off-street bike paths.
- Repaired (patched) several areas within the Cottage Grove bike paths.
- Performed annual re-striping of all on-street bike lanes.
- Continued design, environmental studies and began construction of Chambers Covered Railroad Bridge.

DID YOU KNOW?

Currently, the City's bicycle and footpath system consists of:

- 5.7 Miles of off-street pedestrian/bike trails
- 4.6 Miles of on-street bike lanes
- 0.5 Miles of off-street pedestrian trails

**City of Cottage Grove
Fiscal Year 2011-12 Budget**

11-00 BICYCLE & FOOTPATH FUND

| 2008-09 ACTUAL | 2009-10 ACTUAL | 2010-11 BUDGET | DESCRIPTION | 2011-12 | | |
|------------------------|-------------------|-------------------|-------------------------------------|---------------|---------------|---------------|
| | | | | PROPOSED | APPROVED | ADOPTED |
| REVENUE | | | | | | |
| 3,955 | 6,478 | 13,335 | 41010 CARRYOVER | 9,020 | 9,020 | 9,020 |
| 3,619 | 3,932 | 4,095 | 51020 STATE HIGHWAY APPORTIONMENT | 4,680 | 4,680 | 4,680 |
| 85 | 43 | 20 | 53200 INTEREST INCOME | 75 | 75 | 75 |
| 5 | 23,424 | 0 | 54060 MISCELLANEOUS REVENUE | 0 | 0 | 0 |
| 0 | 0 | 19,300 | 55003 TRANSFER FROM STREET FUND | 39,300 | 39,300 | 39,300 |
| 0 | 193,000 | 0 | 55030 TSFR FROM STORM DRAIN SDC FND | 0 | 0 | 0 |
| 7,664 | 226,877 | 36,750 | TOTAL REVENUE | 53,075 | 53,075 | 53,075 |
| EXPENDITURES | | | | | | |
| MATERIALS AND SERVICES | | | | | | |
| 0 | 0 | 8,400 | 71000 CONTRACTUAL SERVICES | 3,200 | 3,200 | 3,200 |
| 1,185 | 730 | 95 | 79900 ADMINISTRATIVE FEE | 16,455 | 16,455 | 16,455 |
| 1,185 | 730 | 8,495 | TOTAL MATERIALS AND SERVICES | 19,655 | 19,655 | 19,655 |
| CAPITAL OUTLAY | | | | | | |
| 0 | 204,961 | 8,000 | 83000 BUILDINGS & IMPROVEMENTS | 8,000 | 8,000 | 8,000 |
| 0 | 204,961 | 8,000 | TOTAL CAPITAL OUTLAY | 8,000 | 8,000 | 8,000 |
| DEBT SERVICE | | | | | | |
| 0 | 0 | 19,300 | 90110 PRINCIPAL - INTERFUND LOAN | 19,300 | 19,300 | 19,300 |
| 0 | 0 | 955 | 99000 CONTINGENCY | 6,120 | 6,120 | 6,120 |
| 6,479 | 21,186 | 0 | 99020 ENDING BALANCE | 0 | 0 | 0 |
| 7,664 | 226,877 | 36,750 | TOTAL EXPENDITURES | 53,075 | 53,075 | 53,075 |

FUND: BUILDING INSPECTION PROGRAM

FUND/DEPARTMENT #: 13-00

DEPARTMENT:

OVERVIEW

The Building Division of the Community Development Department has its own fund as required by Oregon State statute. The Building Division is responsible for comprehensive building inspection and fire/life safety plan review services including code interpretation and enforcement for all adopted codes in the development community. These critical functions include state mandated permit issuance, plan review, and inspection for Structural, Fire, Electrical, Mechanical, Plumbing, and Manufactured Dwelling. Work is also carried out to implement the Residential Dwelling Code and the Abatement of Dangerous Buildings. All functions are performed by certified staff as required by statute for each code. The program is provided through a contract with the Building Department, LLC, under the direction of the Community Development Director.

DEPARTMENT OPERATIONAL OBJECTIVES

- Provide building inspection program services in a timely, efficient consistent and accurate manner.
- Provide daily building inspection services, including electrical through the contract provider.
- Coordinate Fire Marshal activities with South Lane County Fire and Rescue District and State Fire Marshal.
- Keep updated and educated on changes to State statutes, administrative rules, and uniform codes as they relate to the development industry.

BUDGET YEAR OBJECTIVES

- Work with and implement the State of Oregon “e-permit” program for all building division activities.
- Ensure that only costs directly related to the building division are assigned to this fund.
- Closely monitor this fund due to the slowdown in the building industry.
- Maintain an average turnaround time for building permits of ten working days for new single family and duplex dwellings.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2010-11

- Maintained an average turnaround time for Type I Land Use Review of 2 working days for new single family and duplex construction.
- Maintained an average turnaround time for building permit review of 7 working days by Engineering, and 5 working days by the building official for new single family and duplex construction.
- Implemented the ‘quick permit’ program for specific, non plan review permits.
- Completed the administrative training and user training for the ‘ePermit” program to be implemented in July of 2011.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2010-11

- Added a technology fee line to the revenue side of the budget.
- With the implementation of the “ePermit” program users will be able to use credit cards for payment.

FULL-TIME EQUIVALENT POSITIONS

| Position | Adopted 2007-08 | Adopted 2008-09 | Adopted 2009-10 | Adopted 2010-11 | Proposed 2011-12 |
|----------------------------|--------------------|--------------------|--------------------|--------------------|---------------------|
| Community Development Dir. | 0.20 | - | 0.20 | 0.20 | 0.20 |
| Permit Specialist | - | - | - | - | 0.75 |
| Building Official | 1.00 | - | - | - | |
| Administrative Assistant | 0.61 | - | - | - | |
| Clerical Assistant | 0.80 | 0.75 | 0.75 | 0.75 | |
| | <u>2.61</u> | <u>0.75</u> | <u>0.95</u> | <u>0.95</u> | <u>0.95</u> |

DID YOU KNOW?

- *Cottage Grove will be the fourth local jurisdiction in the State of Oregon to go on-line with the 'ePermit Program' in July of 2011. The program allows for application for, payment of, and issuance of permits through a web based site. The site will also have a public access section for those seeking information related to building in the community. Credit cards will be able to be used for payment and in some cases the permit can be issued at the same time if plan review is not required. The system will be available on a 24 /7 basis.*

 - ✚ Our participation in 'Quick Permits' over the last two years has been seen an increase in use of the on line system which is limited to contractors for very specific type of permits. The first year we have 51% of the permits pulled on line and the second year percentage increased to 58%.
 - ✚ See statistics below for comparison.

**City of Cottage Grove
Fiscal Year 2011-12 Budget**

13-00 BUILDING INSPECTION PROGRAM FUND

| 2008-09 ACTUAL | 2009-10 ACTUAL | 2010-11 BUDGET | DESCRIPTION | 2011-12 | | |
|------------------------|-------------------|-------------------|------------------------------------------|----------------|----------------|----------------|
| | | | | PROPOSED | APPROVED | ADOPTED |
| REVENUE | | | | | | |
| 65,326 | 48,183 | 55,740 | 41010 CARRYOVER | 29,165 | 29,165 | 29,165 |
| 123,004 | 132,846 | 140,000 | 45210 BUILDING INSPECTION FEES | 150,000 | 150,000 | 150,000 |
| 12,788 | 14,379 | 20,000 | 45211 BLDG. PERMIT STATE SURCHARGE | 20,000 | 20,000 | 20,000 |
| 27,059 | 53,994 | 100,000 | 45212 CONSTRUCTION EXCISE TAX | 100,000 | 100,000 | 100,000 |
| 0 | 0 | 0 | 45217 TECHNOLOGY FEE | 1,000 | 1,000 | 1,000 |
| 24,781 | 24,381 | 25,000 | 45220 ELECTRICAL INSPECTION FEES | 25,000 | 25,000 | 25,000 |
| 40 | 160 | 200 | 45221 ELECTRICAL BULK LABELS | 200 | 200 | 200 |
| 187,672 | 225,760 | 285,200 | TOTAL PERMIT REVENUE | 296,200 | 296,200 | 296,200 |
| 1,580 | 429 | 400 | 53200 INTEREST INCOME | 400 | 400 | 400 |
| 0 | 0 | | 54060 MISCELLANEOUS REVENUE | 0 | 0 | 0 |
| 254,578 | 274,372 | 341,340 | TOTAL REVENUE | 325,765 | 325,765 | 325,765 |
| EXPENDITURES | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 0 | 8,244 | 8,250 | 60300 COMMUNITY DEVELOPMENT DIR. .10 FTE | 8,455 | 8,455 | 8,455 |
| 4,532 | 0 | 0 | 60330 BUILDING OFFICIAL | 0 | 0 | 0 |
| 0 | 0 | 0 | 60410 ADMINISTRATIVE AIDE | 0 | 0 | 0 |
| 25,632 | 26,910 | 27,585 | 60425 PERMIT SPECIALIST - .75 FTE | 23,550 | 23,550 | 23,550 |
| 136 | 110 | 130 | 62010 WORKERS' COMPENSATION | 125 | 125 | 125 |
| 62 | 58 | 130 | 62020 UNEMPLOYMENT RESERVE | 180 | 180 | 180 |
| 2,289 | 2,662 | 3,100 | 62030 FICA | 2,770 | 2,770 | 2,770 |
| 49 | 38 | 45 | 63010 LIFE INSURANCE | 45 | 45 | 45 |
| 3,818 | 3,739 | 3,840 | 63020 RETIREMENT | 4,535 | 4,535 | 4,535 |
| 256 | 207 | 210 | 63030 DISABILITY INSURANCE | 225 | 225 | 225 |
| 4,323 | 6,090 | 12,105 | 63040 HEALTH INSURANCE | 13,065 | 13,065 | 13,065 |
| 41,097 | 48,058 | 55,395 | TOTAL PERSONAL SERVICES | 52,950 | 52,950 | 52,950 |
| MATERIALS AND SERVICES | | | | | | |
| 1,243 | 1,905 | 1,800 | 70400 INSURANCE AND BONDS | 1,800 | 1,800 | 1,800 |
| 754 | 812 | 900 | 71520 TELEPHONE | 900 | 900 | 900 |
| 9 | 0 | 0 | 71540 FUEL & LUBRICANTS | 0 | 0 | 0 |
| 99 | 108 | 100 | 71560 COMMUNICATIONS SERVICE | 100 | 100 | 100 |
| 69 | 13 | 50 | 71600 POSTAGE | 200 | 200 | 200 |
| 11,102 | 1,285 | 1,000 | 72000 COMPUTER PROGRAM & SUPPLIES | 1,000 | 1,000 | 1,000 |
| 0 | 248 | 500 | 72010 OFFICE SUPPLIES | 500 | 500 | 500 |
| 0 | 0 | 300 | 72030 BOOKS, MAPS & PERIODICALS | 150 | 150 | 150 |
| 0 | 973 | 3,000 | 72050 COMPUTER EQUIPMENT | 3,000 | 3,000 | 3,000 |
| 0 | 0 | 100 | 72100 MINOR EQUIPMENT & TOOLS | 100 | 100 | 100 |
| 151 | 0 | 100 | 73600 MISCELLANEOUS SUPPLIES | 100 | 100 | 100 |
| 0 | 30 | 100 | 74100 PROFESSIONAL ASSOC. DUES | 100 | 100 | 100 |
| 0 | 0 | 200 | 74200 EDUCATION & REGISTRATION | 300 | 300 | 300 |
| 0 | 0 | 200 | 74210 TRAVEL & SUBSISTENCE | 200 | 200 | 200 |
| 81,050 | 109,298 | 105,000 | 74600 BUILDING INSPECTION SERVICES | 110,000 | 110,000 | 110,000 |
| 23,019 | 14,793 | 20,000 | 74610 BLDG. INSP. STATE SURCHARGE | 20,000 | 20,000 | 20,000 |
| 17,266 | 19,779 | 18,750 | 74620 ELECTRICAL INSP. SERVICES | 18,750 | 18,750 | 18,750 |
| 29,513 | 33,134 | 96,000 | 74630 SCHOOL CONSTRUCTION EXCISE TAX | 96,000 | 96,000 | 96,000 |

**City of Cottage Grove
Fiscal Year 2011-12 Budget**

13-00 BUILDING INSPECTION PROGRAM FUND

| 2008-09 | 2009-10 | 2010-11 | DESCRIPTION | 2011-12 | | |
|----------------|----------------|----------------|-----------------------------------|-----------------|-----------------|----------------|
| | | | | PROPOSED | APPROVED | ADOPTED |
| ACTUAL | ACTUAL | BUDGET | | | | |
| 0 | | 16,430 | 79900 ADMINISTRATIVE FEE | 18,429 | 18,429 | 18,429 |
| 164,273 | 182,377 | 264,530 | TOTAL MATERIALS AND SERVICES | 271,629 | 271,629 | 271,629 |
| 1,023 | 1,062 | 1,150 | 90217 TRANSFER TO DEBT SERVICE | 1,186 | 1,186 | 1,186 |
| 0 | 0 | 20,265 | 99000 CONTINGENCY | | | |
| 0 | 0 | | 99010 UNAPPROPRIATED FUND BALANCE | | | |
| 48,184 | 42,875 | | 99020 ENDING BALANCE | | | |
| 254,578 | 274,372 | 341,340 | TOTAL EXPENDITURES | 325,765 | 325,765 | 325,765 |

FUND: SMALL BUSINESS LOAN

FUND/DEPARTMENT #: 26-00

DEPARTMENT: N/A

OVERVIEW

This fund accounts for Small Business loans.

DEPARTMENT OPERATIONAL OBJECTIVES

- Maintain funds for the purpose of making small business loans.

BUDGET YEAR OBJECTIVES

- Use of funds to coordinate economic development of micro-enterprise opportunities and information with Lane Micro Business.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2010-11

- There are no outstanding loans at this time.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2010-11

- Loan proceeds from Lane County's Overnight Stay Development Loan Fund were not received nor used in fiscal year 2010-11 for the renovation of sleeping rooms at the Village Green. The Village Green opted not to accept the loan funds.

**City of Cottage Grove
Fiscal Year 2011-12 Budget**

26-00 SMALL BUSINESS LOAN FUND

| 2008-09 ACTUAL | 2009-10 ACTUAL | 2010-11 BUDGET | DESCRIPTION | 2011-12 | | |
|------------------------|-------------------|-------------------|-----------------------------------|--------------|--------------|--------------|
| | | | | PROPOSED | APPROVED | ADOPTED |
| REVENUE | | | | | | |
| 9,281 | 9,461 | 9,510 | 41010 CARRYOVER | 9,565 | 9,565 | 9,565 |
| 180 | 59 | 50 | 53200 INTEREST REVENUE | 55 | 55 | 55 |
| 0 | 0 | 250,000 | 54400 LOAN PROCEEDS | 0 | 0 | 0 |
| 9,461 | 9,519 | 9,560 | TOTAL REVENUE | 9,620 | 9,620 | 9,620 |
| EXPENDITURES | | | | | | |
| MATERIALS AND SERVICES | | | | | | |
| 0 | 0 | 50 | 73600 MISCELLANEOUS SUPPLIES/EXP. | 50 | 50 | 50 |
| 0 | 0 | 259,510 | 77700 SMALL BUSINESS LOANS | 9,570 | 9,570 | 9,570 |
| 0 | 0 | 259,560 | TOTAL MATERIALS AND SERVICES | 9,620 | 9,620 | 9,620 |
| 0 | 0 | 0 | 99012 RESERVE FOR FUTURE EXP | 0 | 0 | 0 |
| 9,461 | 9,519 | 0 | 99020 ENDING BALANCE | 0 | 0 | 0 |
| 9,461 | 9,519 | 259,560 | TOTAL EXPENDITURES | 9,620 | 9,620 | 9,620 |

FUND: SPECIAL REVENUE

FUND/DEPARTMENT #: 28-00

DEPARTMENT: HOUSING REHABILITATION

OVERVIEW

The Housing Rehabilitation fund accounts for loans made, payments received, and expenses incurred for Community Development Block Grants (CDBG) related rehabilitation of owner occupied single family dwellings. The City is a member of the Lane Regional Housing Rehabilitation (LRHR) consortium of which St. Vincent DePaul is the non-profit administrator of the program.

DEPARTMENT OPERATIONAL OBJECTIVES

- Continue participation and coordination on the Lane Regional Housing Rehabilitation consortium board, and policy committee.
- Participate in preparation of policies and guidelines in conjunction with HUD and Oregon Housing and Community Services Department on use of de-federalized money.

BUDGET YEAR OBJECTIVES

- Continue to maintain compliance with HUD and OHCS requirements.
- Participate with other members to promote the rehabilitation program.
- Participate with other members to oversee the administration of the program.
- Clarify the issues related to the SAFE Act, St. Vincent DePaul, Oregon Housing and Community Services, and HUD.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2010-11

- Repayment of loans through the 2005 grant has continued to eligible applicants in Cottage Grove or surrounding area up until mid year when the SAFE Act became effective.

**City of Cottage Grove
Fiscal Year 2011-12 Budget**

28-00 HOUSING REHAB. LOAN FUND

| 2008-09 ACTUAL | 2009-10 ACTUAL | 2010-11 BUDGET | DESCRIPTION | 2011-12 | | |
|------------------------|-------------------|-------------------|------------------------------|----------------|----------------|----------------|
| | | | | PROPOSED | APPROVED | ADOPTED |
| REVENUE | | | | | | |
| 431,384 | 439,536 | 441,635 | 41010 CARRYOVER | 443,835 | 443,835 | 443,835 |
| 0 | 0 | 0 | 51130 STATE & LOCAL GRANTS | 0 | 0 | 0 |
| 8,352 | 2,729 | 2,500 | 53200 INTEREST REVENUE | 3,000 | 3,000 | 3,000 |
| 439,736 | 442,265 | 444,135 | TOTAL REVENUE | 446,835 | 446,835 | 446,835 |
| EXPENDITURES | | | | | | |
| MATERIALS AND SERVICES | | | | | | |
| 200 | 0 | 10,000 | 71000 CONTRACTUAL SERVICES | 10,000 | 10,000 | 10,000 |
| 0 | 0 | 434,035 | 77600 CDBG LOANS | 436,735 | 436,735 | 436,735 |
| 0 | 0 | 100 | 79900 ADMIN FEE | 100 | 100 | 100 |
| 200 | 0 | 444,135 | TOTAL MATERIALS AND SERVICES | 446,835 | 446,835 | 446,835 |
| 0 | 0 | 0 | 99000 CONTINGENCY | 0 | 0 | 0 |
| 439,536 | 442,265 | 0 | 99020 ENDING BALANCE | 0 | 0 | 0 |
| 439,736 | 442,265 | 444,135 | TOTAL EXPENDITURES | 446,835 | 446,835 | 446,835 |

FUND: NARCOTICS FORFEITURE FUND

FUND/DEPARTMENT #: 38-00

DEPARTMENT: N/A

OVERVIEW

The Narcotics Forfeiture fund was created to accumulate monies for drug enforcement activities and other drug related law enforcement programs using money acquired by asset forfeiture. The funds are restricted by statute and are used for legal fees, forfeiture costs, equipment, and special operations.

DEPARTMENT OPERATIONAL OBJECTIVES

- Provide tactical team safety equipment and training and support for special operations.

BUDGET YEAR OBJECTIVES

- Use funds as necessary to continue upgrading of entry team equipment.
- Continue specialized training.
- Support HIDTA (High Intensity Drug Trafficking Area) with narcotics K-9 and handler.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2010-11

- Standardized and upgraded entry team equipment.
- Provided training in the following areas: hazardous operations, active shooter, hostage rescue and barricaded subject.
- Provided drug interdiction training and equipment for two officers, including specialized equipment for vehicle interdiction.

**City of Cottage Grove
Fiscal Year 2011-12 Budget**

38-00 NARCOTICS FORFEITURE FUND

| 2008-09 ACTUAL | 2009-10 ACTUAL | 2010-11 BUDGET | DESCRIPTION | 2011-12 | | |
|------------------------|-------------------|-------------------|--------------------------------|----------------|----------------|----------------|
| | | | | PROPOSED | APPROVED | ADOPTED |
| REVENUE | | | | | | |
| 219,846 | 204,680 | 192,090 | 41010 CARRYOVER | 184,000 | 184,000 | 184,000 |
| 4,120 | 1,232 | 960 | 53200 INTEREST REVENUE | 920 | 920 | 920 |
| 0 | | 0 | 54060 MISCELLANEOUS REVENUE | 0 | 0 | 0 |
| 223,966 | 205,912 | 193,050 | TOTAL REVENUE | 184,920 | 184,920 | 184,920 |
| EXPENDITURES | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 428 | 0 | 10,430 | 61110 OVERTIME | 10,430 | 10,430 | 10,430 |
| 15 | 0 | 600 | 62010 WORKERS COMPENSATION | 650 | 650 | 650 |
| 1 | 0 | 50 | 62020 UNEMPLOYMENT | 100 | 100 | 100 |
| 33 | 0 | 905 | 62030 FICA | 905 | 905 | 905 |
| 0 | 0 | 20 | 63010 LIFE INSURANCE | 20 | 20 | 20 |
| 94 | 0 | 2,000 | 63020 RETIREMENT | 2,000 | 2,000 | 2,000 |
| 2 | 0 | 50 | 63030 DISABILITY INSURANCE | 60 | 60 | 60 |
| 69 | 0 | 1,900 | 63040 HEALTH INSURANCE | 1,900 | 1,900 | 1,900 |
| 642 | 0 | 15,955 | TOTAL PERSONAL SERVICES | 16,065 | 16,065 | 16,065 |
| MATERIALS AND SERVICES | | | | | | |
| 1,373 | 0 | 5,000 | 73410 TACTICAL EQUIPMENT | 5,000 | 5,000 | 5,000 |
| 0 | 0 | 2,600 | 74200 EDUCATION & REGISTRATION | 2,600 | 2,600 | 2,600 |
| 0 | 0 | 1,800 | 74210 TRAVEL & SUBSISTENCE | 1,800 | 1,800 | 1,800 |
| 851 | 1,249 | 15,000 | 74700 TACTICAL TRAINING | 15,000 | 15,000 | 15,000 |
| 8,841 | 9,090 | 5,000 | 74710 INVESTIGATION EXPENSE | 0 | 0 | 0 |
| 3,000 | 0 | 6,000 | 74720 INFORMANTS | 6,000 | 6,000 | 6,000 |
| 0 | 0 | 10,000 | 74740 DRUG FORFEITURE EXPENSE | 10,000 | 10,000 | 10,000 |
| 873 | 627 | 1,500 | 74770 POLICE STORAGE FACILITY | 1,500 | 1,500 | 1,500 |
| 2,617 | | 1,455 | 79900 ADMINISTRATION CHARGES | 1,035 | 1,035 | 1,035 |
| 17,555 | 10,966 | 48,355 | TOTAL MATERIALS AND SERVICES | 42,935 | 42,935 | 42,935 |
| CAPITAL OUTLAY | | | | | | |
| 0 | 1,972 | 25,000 | 84010 WORK EQUIPMENT | 25,000 | 25,000 | 25,000 |
| 0 | 0 | 2,500 | 84040 RADIO EQUIPMENT | 2,500 | 2,500 | 2,500 |
| 0 | 0 | 10,000 | 84060 TACTICAL EQUIPMENT | 10,000 | 10,000 | 10,000 |
| 0 | 1,972 | 37,500 | TOTAL CAPITAL OUTLAY | 37,500 | 37,500 | 37,500 |
| 1,089 | 1,131 | 1,225 | 90217 TRANSFER TO DEBT SERVICE | 1,265 | 1,265 | 1,265 |
| 0 | 0 | 90,015 | 99000 CONTINGENCY | 87,155 | 87,155 | 87,155 |
| 204,679 | 191,843 | 0 | 99020 ENDING BALANCE | 0 | 0 | 0 |
| 223,966 | 205,912 | 193,050 | TOTAL EXPENDITURES | 184,920 | 184,920 | 184,920 |