

# Special Revenue Funds

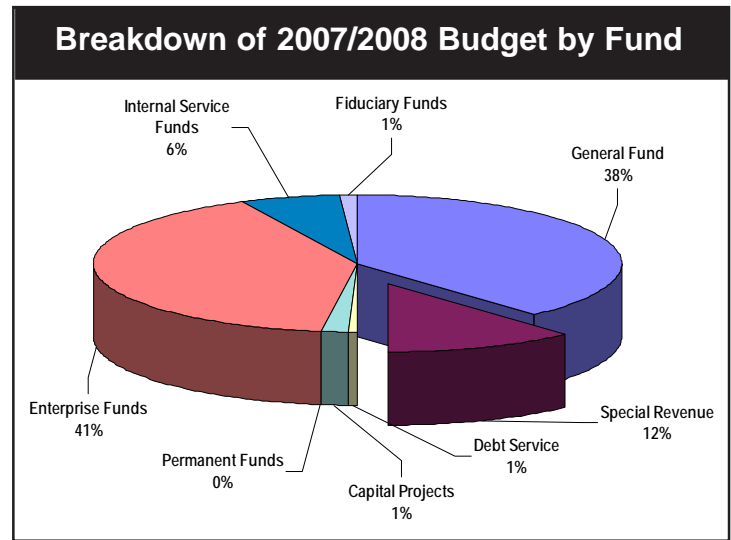
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## Special Revenue Funds

# Special Revenue Funds

Special Revenue Funds are established to account for the proceeds of specific revenue sources or to finance specific activities as required by law or administrative regulations. Their revenues are segregated into individual funds to ensure that expenditures are made exclusively for qualified purposes. Special revenue-classified funds are created by local ordinance and are often mandated under State statutes. The following fall under Special Revenue Funds:

- ◆ Arterial Street Fund
- ◆ Downtown Parking Fund
- ◆ Home Investment Partnership Program (HOME Fund)
- ◆ Housing and Urban Development
- ◆ Community Development Block Grant Fund
- ◆ Criminal Justice Assistance Fund
- ◆ Office Equipment Reserve Fund
- ◆ Library Grant Fund
- ◆ Tourism Fund
- ◆ Parks & Recreation Memorial Trust Fund



## Revenue Summary

FUND SUMMARY		Arterial Street Fund							
Special Revenue Fund Title	Department Head Responsible								
Arterial Street	Jeff Cameron								
Beginning Fund Balance	\$525,000	Total Revenues	Actual 2005	Budget 2006	Budget 2007	Percent Variance	Budget 2008	Percent Variance	2007-2008 Budget
2007/2008 Expected Revenue	\$3,275,500	By Source							
Beginning Cash Required for Operations	\$503,550	Taxes	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Total 2007/2008 Revenue	\$3,779,050	Licenses & Permits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
2007/2008 Expected Expenditures	\$3,667,500	Intergovernmental	\$793,473	\$3,071,750	\$2,837,450	-7.6%	\$414,550	-85.4%	\$3,252,000
Contribution to Ending Fund Balance	\$111,550	Charges for Services	\$7,066	\$0	\$500	0.0%	\$500	0.0%	\$1,000
Total 2007/2008 Expenditures	\$3,779,050	Fines & Forfeits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Estimated Ending Fund Balance	\$133,000	Miscellaneous	\$47,751	\$1,000	\$10,000	900.0%	\$12,500	25.0%	\$22,500
		Non-Revenues	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
		Other Financing Sources	\$54,959	\$0	\$0	0.0%	\$0	0.0%	\$0
		Beg Resources Req to Balance	\$0	\$92,270	\$301,220	226.5%	\$202,330	-32.8%	\$503,550
		<b>TOTAL REVENUES</b>	<b>\$903,249</b>	<b>\$3,165,020</b>	<b>\$3,149,170</b>	<b>-0.5%</b>	<b>\$629,880</b>	<b>-80.0%</b>	<b>\$3,779,050</b>

## Expenditure Summary

Arterial Street Fund							
Total Expenditures By Object	Actual 2005	Budget 2006	Budget 2007	Percent Variance	Budget 2008	Percent Variance	2007-2008 Budget
Cont to End Fund Balance	\$0	\$0	\$0	0.0%	\$111,550	0.0%	\$111,550
Salaries & Wages	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Personnel Benefits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Supplies	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Other Services & Charges	\$32,547	\$24,670	\$36,000	45.9%	\$36,000	0.0%	\$72,000
Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Capital Outlay	\$846,461	\$3,084,000	\$3,060,000	-0.8%	\$430,000	-85.9%	\$3,490,000
Debt Service	\$54,657	\$56,350	\$53,170	-5.6%	\$52,330	0.0%	\$105,500
Interfund Transfers	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$933,665</b>	<b>\$3,165,020</b>	<b>\$3,149,170</b>	<b>-0.5%</b>	<b>\$629,880</b>	<b>-80.0%</b>	<b>\$3,779,050</b>

### Program Descriptions - Initiatives - Performance Measures

The **Arterial Street Fund** is supported by the State's one-half cent gas tax and is used for major street construction.

**TOTAL FOR ALL PROGRAMS ..... \$3,779,050**

# Special Revenue Funds

## Revenue Summary

FUND SUMMARY	
Special Revenue Fund Title	Department Head Responsible
<b>Downtown Parking</b>	<b>Alex Perez</b>
Beginning Fund Balance	\$250,000
2007/2008 Expected Revenue	\$220,800
Beginning Cash Required for Operations	\$97,550
Total 2007/2008 Revenue	\$318,350
2007/2008 Expected Expenditures	\$318,350
Contribution to Ending Fund Balance	\$0
Total 2007/2008 Expenditures	\$318,350
<b>Estimated Ending Fund Balance</b>	<b>\$152,450</b>

### Downtown Parking Fund

## Expenditure Summary

Downtown Parking Fund							
Total Expenditures By Object	Actual 2005	Budget 2006	Budget 2007	Percent Variance	Budget 2008	Percent Variance	2007-2008 Budget
Cont to End Fund Balance	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Salaries & Wages	\$84,093	\$87,510	\$93,070	6.4%	\$96,130	3.3%	\$189,200
Personnel Benefits	\$31,264	\$36,270	\$42,520	17.2%	\$47,170	10.9%	\$89,690
Supplies	\$2,645	\$3,120	\$2,050	-34.3%	\$2,050	0.0%	\$4,100
Other Services & Charges	\$13,513	\$15,760	\$15,050	-4.5%	\$15,310	1.7%	\$30,360
Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Capital Outlay	\$0	\$4,080	\$2,500	-38.7%	\$2,500	0.0%	\$5,000
Debt Service	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Interfund Transfers	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$131,515</b>	<b>\$146,740</b>	<b>\$155,190</b>	<b>5.8%</b>	<b>\$163,160</b>	<b>5.1%</b>	<b>\$318,350</b>

**Program Descriptions - Initiatives - Performance Measures**

Resources from and costs of providing parking in the city’s central business district are reported in the **Downtown Parking Fund**.

**Parking Enforcement (Parking) ..... \$318,350**

The Parking Enforcement unit is responsible for enforcing parking laws, primarily in the downtown area of Longview. They also respond to parking complaints on a wider city basis and do some special event parking enforcement. The City’s Parking Enforcement Officers (PEOs) have the authority to immobilize and tow vehicles. One of the PEOs is also responsible for issuing all parking permits for City lots, collecting and processing revenue from parking permits and parking infractions and for collecting outstanding parking fines.

**Initiatives/Activities** *(The letter in the first column refers to its related performance measure below)*

- A Enforce parking laws
- B Collect parking revenue
- C Issue parking permits
- D Immobilize (boot) vehicles that have three or more unpaid parking tickets

Performance Measures	2005	2006	2007	2008
	<u>Actual</u>	<u>Target</u>	<u>Target</u>	<u>Target</u>
A Parking citations issued	2,750	2,400	2,500	2,500
B Outstanding fines unpaid	\$8,397	\$2,400	\$2,000	\$2,000
C Parking permits issued	299	345	350	350
D Number of vehicles immobilized	20	25	30	30

**TOTAL FOR ALL PROGRAMS ..... \$318,350**



# Special Revenue Funds

## Revenue Summary

FUND SUMMARY		Housing and Urban Development (H.U.D) Fund							
Special Revenue Fund Title <b>Housing and Urban Development (H.U.D.)</b>	Department Head Responsible <b>Bob Gregory</b>	Total Revenues	Actual	Budget	Budget	Percent	Budget	Percent	2007-2008
Beginning Fund Balance	\$1,350,000	By Source	2005	2006	2007	Variance	2008	Variance	Budget
2007/2008 Expected Revenue	\$8,610,450	Taxes	\$173,514	\$236,970	\$303,250	28.0%	\$453,500	49.5%	\$756,750
Beginning Cash Required for Operations	\$56,280	Licenses & Permits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Total 2007/2008 Revenue	\$8,666,730	Intergovernmental	\$43,887	\$25,000	\$2,571,000	10184.0%	\$10,000	-99.6%	\$2,581,000
2007/2008 Expected Expenditures	\$8,522,400	Charges for Services	\$21,802	\$50,000	\$20,000	-60.0%	\$20,000	0.0%	\$40,000
Contribution to Ending Fund Balance	\$144,330	Fines & Forfeits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Total 2007/2008 Expenditures	\$8,666,730	Miscellaneous	\$78,652	\$29,800	\$1,480,100	4866.8%	\$2,037,600	37.7%	\$3,517,700
Estimated Ending Fund Balance	\$1,438,050	Non-Revenues	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
		Other Financing Sources	\$56,684	\$1,760,000	\$1,285,000	-27.0%	\$430,000	-66.5%	\$1,715,000
		Beg Resources Req to Balance	\$0	\$148,960	\$0	-100.0%	\$56,280	0.0%	\$56,280
		<b>TOTAL REVENUES</b>	<b>\$374,539</b>	<b>\$2,250,730</b>	<b>\$5,659,350</b>	<b>151.4%</b>	<b>\$3,007,380</b>	<b>-46.9%</b>	<b>\$8,666,730</b>

## Expenditure Summary

Housing and Urban Development (H.U.D) Fund							
Total Expenditures	Actual	Budget	Budget	Percent	Budget	Percent	2007-2008
By Object	2005	2006	2007	Variance	2008	Variance	Budget
Cont to End Fund Balance	\$0	\$0	\$144,330	0.0%	\$0	-100.0%	\$144,330
Salaries & Wages	\$44,560	\$59,980	\$59,600	-0.6%	\$61,470	3.1%	\$121,070
Personnel Benefits	\$22,209	\$24,880	\$14,240	-42.8%	\$15,640	9.8%	\$29,880
Supplies	\$5,117	\$9,750	\$7,250	-25.6%	\$7,500	3.4%	\$14,750
Other Services & Charges	\$141,910	\$178,580	\$161,750	-9.4%	\$166,220	2.8%	\$327,970
Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Capital Outlay	\$4,840	\$1,000,000	\$4,675,000	367.5%	\$2,000,000	-57.2%	\$6,675,000
Debt Service	\$799,055	\$977,540	\$597,180	-38.9%	\$756,550	26.7%	\$1,353,730
Interfund Transfers	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$1,017,691</b>	<b>\$2,250,730</b>	<b>\$5,659,350</b>	<b>151.4%</b>	<b>\$3,007,380</b>	<b>-46.9%</b>	<b>\$8,666,730</b>

### Program Descriptions - Initiatives - Performance Measures

The **Housing and Urban Development Fund** accounts for projects associated with the Community Development Block Grant Program.

**TOTAL FOR ALL PROGRAMS ..... \$8,666,730**

## Revenue Summary

FUND SUMMARY		HOME Fund							
Special Revenue Fund Title <b>HOME Fund</b>	Department Head Responsible <b>Bob Gregory</b>								
Beginning Fund Balance	\$100,000	Total Revenues	Actual	Budget	Budget	Percent	Budget	Percent	2007-2008
2007/2008 Expected Revenue	\$1,135,500	By Source	2005	2006	2007	Variance	2008	Variance	Budget
Beginning Cash Required for Operations	\$0	Taxes	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Total 2007/2008 Revenue	\$1,135,500	Licenses & Permits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
2007/2008 Expected Expenditures	\$1,135,500	Intergovernmental	\$501,689	\$549,500	\$513,250	-6.6%	\$515,500	0.4%	\$1,028,750
Contribution to Ending Fund Balance	\$0	Charges for Services	\$47,496	\$0	\$50,000	0.0%	\$50,000	0.0%	\$100,000
Total 2007/2008 Expenditures	\$1,135,500	Fines & Forfeits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Estimated Ending Fund Balance	\$100,000	Miscellaneous	\$23,797	\$500	\$3,250	550.0%	\$3,500	7.7%	\$6,750
		Non-Revenues	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
		Other Financing Sources	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
		Beg Resources Req to Balance	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
		<b>TOTAL REVENUES</b>	<b>\$572,982</b>	<b>\$550,000</b>	<b>\$566,500</b>	<b>3.0%</b>	<b>\$569,000</b>	<b>0.4%</b>	<b>\$1,135,500</b>

## Expenditure Summary

HOME Fund							
Total Expenditures	Actual	Budget	Budget	Percent	Budget	Percent	2007-2008
By Object	2005	2006	2007	Variance	2008	Variance	Budget
Cont to End Fund Balance	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Salaries & Wages	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Personnel Benefits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Supplies	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Other Services & Charges	\$545,936	\$550,000	\$566,500	3.0%	\$569,000	0.4%	\$1,135,500
Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Capital Outlay	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Debt Service	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Interfund Transfers	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$545,936</b>	<b>\$550,000</b>	<b>\$566,500</b>	<b>3.0%</b>	<b>\$569,000</b>	<b>0.4%</b>	<b>\$1,135,500</b>

### Program Descriptions - Initiatives - Performance Measures

The Home Investment Partnership Program (HOME Fund) was established to strengthen the ability to provide lower-income housing, and to expand the capacity of non-profit housing providers.

**TOTAL FOR ALL PROGRAMS ..... \$1,135,500**

# Special Revenue Funds

## Revenue Summary

FUND SUMMARY		Community Development Block Grant Entitlement Fund							
Special Revenue Fund Title	Department Head Responsible								
CDBG Entitlement	Bob Gregory	Total Revenues	Actual	Budget	Budget	Percent	Budget	Percent	2007-2008
Beginning Fund Balance	\$184,100	By Source	2005	2006	2007	Variance	2008	Variance	Budget
2007/2008 Expected Revenue	\$775,000	Taxes	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Beginning Cash Required for Operations	\$184,100	Licenses & Permits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Total 2007/2008 Revenue	\$959,100	Intergovernmental	\$458,086	\$475,000	\$400,000	-15.8%	\$375,000	-6.3%	\$775,000
2007/2008 Expected Expenditures	\$959,100	Charges for Services	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Contribution to Ending Fund Balance	\$0	Fines & Forfeits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Total 2007/2008 Expenditures	\$959,100	Miscellaneous	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Estimated Ending Fund Balance	\$0	Non-Revenues	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
		Other Financing Sources	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
		Beg Resources Req to Balance	\$0	\$0	\$75,000	0.0%	\$109,100	45.5%	\$184,100
		<b>TOTAL REVENUES</b>	<b>\$458,086</b>	<b>\$475,000</b>	<b>\$475,000</b>	<b>0.0%</b>	<b>\$484,100</b>	<b>1.9%</b>	<b>\$959,100</b>

## Expenditure Summary

Community Development Block Grant Entitlement Fund							
Total Expenditures	Actual	Budget	Budget	Percent	Budget	Percent	2007-2008
By Object	2005	2006	2007	Variance	2008	Variance	Budget
Cont to End Fund Balance	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Salaries & Wages	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Personnel Benefits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Supplies	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Other Services & Charges	\$458,086	\$475,000	\$365,000	-30.1%	\$484,100	32.6%	\$849,100
Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Capital Outlay	\$0	\$0	\$110,000	100.0%	\$0	-100.0%	\$110,000
Debt Service	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Interfund Transfers	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$458,086</b>	<b>\$475,000</b>	<b>\$475,000</b>	<b>0.0%</b>	<b>\$484,100</b>	<b>1.9%</b>	<b>\$959,100</b>

### Program Descriptions - Initiatives - Performance Measures

The **Community Development Block Grant Fund** was created to develop viable urban communities by providing decent housing and a suitable living environment, and expanding economic opportunities principally for low- and moderate- income persons.

**TOTAL FOR ALL PROGRAMS ..... \$959,100**

## Revenue Summary

FUND SUMMARY		Criminal Justice Assistance Fund							
Special Revenue Fund Title <b>Criminal Justice Assistance</b>	Department Head Responsible <b>Alex Perez</b>	Total Revenues	Actual	Budget	Budget	Percent	Budget	Percent	2007-2008
Beginning Fund Balance	\$550,000	By Source	2005	2006	2007	Variance	2008	Variance	Budget
2007/2008 Expected Revenue	\$827,080	Taxes	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Beginning Cash Required for Operations	\$225,680	Licenses & Permits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Total 2007/2008 Revenue	\$1,052,760	Intergovernmental	\$455,769	\$337,580	\$376,260	11.5%	\$375,820	-0.1%	\$752,080
2007/2008 Expected Expenditures	\$1,052,760	Charges for Services	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Contribution to Ending Fund Balance	\$0	Fines & Forfeits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Total 2007/2008 Expenditures	\$1,052,760	Miscellaneous	\$48,853	\$26,250	\$40,000	52.4%	\$35,000	-12.5%	\$75,000
Estimated Ending Fund Balance	\$324,320	Non-Revenues	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
		Other Financing Sources	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
		Beg Resources Req to Balance	\$0	\$311,740	\$117,830	-62.2%	\$107,850	-8.5%	\$225,680
		<b>TOTAL REVENUES</b>	<b>\$504,622</b>	<b>\$675,570</b>	<b>\$534,090</b>	<b>-20.9%</b>	<b>\$518,670</b>	<b>-2.9%</b>	<b>\$1,052,760</b>

## Expenditure Summary

Criminal Justice Assistance Fund							
Total Expenditures	Actual	Budget	Budget	Percent	Budget	Percent	2007-2008
By Object	2005	2006	2007	Variance	2008	Variance	Budget
Cont to End Fund Balance	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Salaries & Wages	\$310,741	\$455,850	\$291,980	-35.9%	\$302,490	3.6%	\$594,470
Personnel Benefits	\$95,114	\$140,670	\$98,010	-30.3%	\$105,740	7.9%	\$203,750
Supplies	\$14,402	\$6,360	\$21,620	239.9%	\$19,660	-9.1%	\$41,280
Other Services & Charges	\$159,580	\$67,690	\$94,980	40.3%	\$90,780	-4.4%	\$185,760
Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Capital Outlay	\$1,650	\$5,000	\$0	-100.0%	\$0	0.0%	\$0
Debt Service	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Interfund Transfers	\$6,000	\$0	\$27,500	0.0%	\$0	-100.0%	\$27,500
<b>TOTAL EXPENDITURES</b>	<b>\$587,487</b>	<b>\$675,570</b>	<b>\$534,090</b>	<b>-20.9%</b>	<b>\$518,670</b>	<b>-2.9%</b>	<b>\$1,052,760</b>

### Program Descriptions - Initiatives - Performance Measures

The **Criminal Justice Assistance Fund** is a tax and grant supported fund used for law enforcement programs.

#### School Officer Program..... **\$403,294**

The School Resource Officer (SRO) Program is a community partnership between the Longview School District and the City of Longview Police Department. The School Resource Officer Program is designed to assist in maintaining a safe, orderly educational atmosphere that enhances excellence in education. SROs investigate all crimes occurring on school property and provide consistency in handling all types of incidents on school grounds. SROs are primarily assigned to Mark Morris and R.A. Long high schools, Cascade and Monticello middle schools, and share responsibilities at Mt. Solo Middle School.

continued

## Special Revenue Funds

### School Officer Program - continued

**Initiatives/Activities** *(The letter in the first column refers to its related performance measure below)*

- A Respond and investigate all police calls/criminal incidents occurring on school property
- B Assist school staff with situations that pose a high-risk potential in schools
- C Assist in development and monthly testing of school district emergency/safety plans
- D Educate students and staff on topics of drugs, high-risk student behaviors, and law related topics
- E Act as a liaison between the school district and police department
- F Collaborate with students and school staff to reduce property crimes, drug and alcohol abuse, and violence
- G Monitor school property and properties adjacent to schools for criminal behavior
- H Address traffic-related activities surrounding the schools
- I Investigative resource for patrol and detectives regarding crimes that involve juveniles either as offenders or victims

<b>Performance Measures</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
	<u>Actual</u>	<u>Target</u>	<u>Target</u>	<u>Target</u>
A Percent of primary response to calls while school is in session	72%	100%	95%	95%
D Hours of education classes taught		9	50	50
F Number of thefts on campus			63	60

### Community Policing ..... \$361,655

The satellite office located in the Highlands neighborhood is also part of the City's community policing efforts. The satellite office CSO is responsible for crime prevention, coordinating Blockwatch and managing the volunteers.

**Initiatives/Activities** *(The letter in the first column refers to its related performance measure below)*

- A Start and support Block Watch groups
- B Conduct community activities on crime prevention
- C Staff the satellite office with volunteers

<b>Performance Measures</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
	<u>Actual</u>	<u>Target</u>	<u>Target</u>	<u>Target</u>
A Active Block Watch groups	22	110	100	100
B Community presentations given	73	50	75	75
B People addressed in presentations	4,747	1,200	5,000	5,000
C Volunteer hours contributed	4,022	3,000	4,500	4,500

### Crime Analysis ..... \$167,812

The City's Crime Analysis program is responsible for providing crime data, trends and analysis to the all units in the police department as well as providing information to the public upon request. The Crime Analyst for the program is also the LPD system administrator for the Spillman Records system. In addition, the Crime Analyst provides technical/computer support to the entire department.

**Initiatives/Activities** *(The letter in the first column refers to its related performance measure below)*

- A Fulfill crime analysis requests by LPD employees (call studies, maps, photo montages, jail phone record retrievals)
- B Provide crime analysis reports to citizens upon request
- C Provide technical support to department employees (computer/MDT support, Spillman support, database design) (CA)
- D Create crime maps
- E Maintain department web page
- F Train employees on new software

continued

**Crime Analysis - continued**

<b>Performance Measures</b>	<b>2005 <u>Actual</u></b>	<b>2006 <u>Target</u></b>	<b>2007 <u>Target</u></b>	<b>2008 <u>Target</u></b>
A Crime analysis and technology requests made by LPD employees	2,650	2,450	2,650	2,650
B Crime analysis and information requests made by citizens	530	735	600	600
D Crime maps created by Crime Analyst	500	230	500	500

**Investigation Expense ..... \$30,000**

U.S. currency and property seized by the police department are restricted for use on drug enforcement related expenses. Therefore, these funds are used by Street Crimes unit and the Lower Columbia SWAT unit for the purchase of equipment, supplies as well as controlled purchases of drugs. Seized property such as vehicles, computers and other personal property may be sold; the funds received from these sales are added to this fund.

**Initiatives/Activities** *(The letter in the first column refers to its related performance measure below)*

- A Seize money and property from illegal activity through lawful process
- B Forfeit seized money and property through lawful process
- C Use forfeited money and property in support of future drug investigations

<b>Performance Measures</b>	<b>2005 <u>Actual</u></b>	<b>2006 <u>Target</u></b>	<b>2007 <u>Target</u></b>	<b>2008 <u>Target</u></b>
A U.S. currency seized	\$10261	\$11,000	\$12,000	\$12,000
A Personal property seized	\$4,000	\$4,500	\$6,000	\$6,000
A Number of vehicles seized	5	4	8	8
B Percent of seizures that are forfeited			100%	100%

**STOP Grant ..... \$30,000**

Longview Police Department is the lead applicant in a state grant that funds domestic violence training and equipment for officers throughout Cowlitz County. Longview Police Department took over coordination of this grant in 2005. Several agencies in Cowlitz County have administered this grant in the past, and this responsibility may or may not be passed to other agencies in the future. Law enforcement agencies in Cowlitz County will discuss this grant yearly and decide who should be the lead applicant. As the lead applicant, the City of Longview has developed a committee of officers to plan the training.

**Initiatives/Activities** *(The letter in the first column refers to its related performance measure below)*

- A Apply for grant funds on a yearly basis
- B Plan training in domestic violence for law enforcement officers throughout Cowlitz County
- C Submit required financial and progress reports
- D Distribute grant funds as defined in grant application

<b>Performance Measures</b>	<b>2005 <u>Actual</u></b>	<b>2006 <u>Target</u></b>	<b>2007 <u>Target</u></b>	<b>2008 <u>Target</u></b>
B Number of officers in domestic violence training from this grant			100	125

**Emergency Support Shelter ..... \$20,000**

Longview Police Department receives an annual grant from the Washington State Department of Community, Trade and Economic Development (CTED). A portion of that grant must be used for “domestic violence reduction programs or counseling.” Therefore, Longview Police Department passes this portion of the grant to the Emergency Support Shelter (ESS) for domestic violence reduction programs and counseling.

**continued**

## Special Revenue Funds

### Emergency Support Shelter - continued

**Initiatives/Activities** *(The letter in the first column refers to its related performance measure below)*

- A Process Emergency Support Shelter invoices for payment on this grant

<b>Performance Measures</b>	<b>2005 <u>Actual</u></b>	<b>2006 <u>Target</u></b>	<b>2007 <u>Target</u></b>	<b>2008 <u>Target</u></b>
A Percent of grant money passed to ESS			100%	100%

### Justice Assistance Grant (JAG) ..... \$15,000

Longview Police Department applies annually for the Edward Bryne Memorial Justice Assistance Grant (JAG). JAG requires the City to split the funds with the Cowlitz County Sheriff's Office (CCSO) as defined in a memorandum of understanding (MOU). Longview Police Department uses their share of the grant funds for the school officer program. This program worksheet corresponds to the expenditures that result from the pass through of funds to CCSO for their portion of the grant.

**Initiatives/Activities** *(The letter in the first column refers to its related performance measure below)*

- A Apply annually for JAG funds
- B Complete reporting requirements
- C Process CCSO invoices for payment

<b>Performance Measures</b>	<b>2005 <u>Actual</u></b>	<b>2006 <u>Target</u></b>	<b>2007 <u>Target</u></b>	<b>2008 <u>Target</u></b>
C Percent of funds passed through to CCSO (as required in MOU)			100%	100%

### Bullet Proof Vest Grant ..... \$10,000

Longview Police Department is awarded a federal grant annually which pays for 50% of all ballistic vests purchased for law enforcement officers.

**Initiatives/Activities** *(The letter in the first column refers to its related performance measure below)*

- A Apply for federal Bullet Proof Vest Grant
- B Purchase ballistic vests
- C Request reimbursement for ballistic vest purchases

<b>Performance Measures</b>	<b>2005 <u>Actual</u></b>	<b>2006 <u>Target</u></b>	<b>2007 <u>Target</u></b>	<b>2008 <u>Target</u></b>
B Number of vests purchased			15	17
C Grant revenue receipted			\$6,000	\$6,800
C % of vest costs covered by grant			50%	50%

### Police Property Auctions ..... \$10,000

Longview Police Department auctions property that comes into their possession as found or through criminal investigations. Police property auctions generate revenue that is to be used for the storage and disposal of property and evidence. Revenues generated from police property auctions are used for the purchase of equipment and supplies to store property and evidence.

**Initiatives/Activities** *(The letter in the first column refers to its related performance measure below)*

- A Process unclaimed property and other evidence for auction after diligent efforts have been made to locate an owner
- B Deposit property bureau revenue
- C Record and reconcile sale information into evidence database

**continued**

**Police Property Auctions - continued**

<b>Performance Measures</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
	<b><u>Actual</u></b>	<b><u>Target</u></b>	<b><u>Target</u></b>	<b><u>Target</u></b>
A Number of items disposed of through auction			400	400
B Amount of property bureau revenue collected			\$6,000	\$6,000
C Average revenue per item auctioned			\$15	\$15

**Traffic Safety Grants ..... \$5,000**

Longview Police Department applies for various Washington State traffic safety grants. Those funds are then used to purchase radars for traffic enforcement.

**Initiatives/Activities** *(The letter in the first column refers to its related performance measure below)*

- A Apply for traffic safety grants.
- B Complete reporting requirements
- C Purchase equipment as specified in grant application
- D Use equipment for traffic enforcement

<b>Performance Measures</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
	<b><u>Actual</u></b>	<b><u>Target</u></b>	<b><u>Target</u></b>	<b><u>Target</u></b>
C Percent of grant funds used as outlined in grant application			100%	100%

**TOTAL FOR ALL PROGRAMS ..... \$1,052,760**

# Special Revenue Funds

## Revenue Summary

FUND SUMMARY		Office Equipment Reserve Fund							
Special Revenue Fund Title <b>Office Equipment Reserve</b>	Department Head Responsible <b>Judy Jones</b>	Total Revenues	Actual	Budget	Budget	Percent	Budget	Percent	2007-2008
Beginning Fund Balance	\$500,000	By Source	2005	2006	2007	Variance	2008	Variance	Budget
2007/2008 Expected Revenue	\$2,155,000	Taxes	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Beginning Cash Required for Operations	\$187,900	Licenses & Permits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Total 2007/2008 Revenue	\$2,342,900	Intergovernmental	\$7,815	\$5,000	\$5,000	0.0%	\$5,000	0.0%	\$10,000
2007/2008 Expected Expenditures	\$2,333,000	Charges for Services	\$42,067	\$20,200	\$31,700	56.9%	\$31,700	0.0%	\$63,400
Contribution to Ending Fund Balance	\$9,900	Fines & Forfeits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Total 2007/2008 Expenditures	\$2,342,900	Miscellaneous	\$20,187	\$2,720	\$10,000	267.6%	\$10,000	0.0%	\$20,000
Estimated Ending Fund Balance	\$322,000	Non-Revenues	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
		Other Financing Sources	\$684,864	\$783,730	\$1,086,400	38.6%	\$975,200	-10.2%	\$2,061,600
		Beg Resources Req to Balance	\$0	\$0	\$187,900	0.0%	\$0	-100.0%	\$187,900
		<b>TOTAL REVENUES</b>	<b>\$754,933</b>	<b>\$811,650</b>	<b>\$1,321,000</b>	<b>62.8%</b>	<b>\$1,021,900</b>	<b>-22.6%</b>	<b>\$2,342,900</b>

## Expenditure Summary

Office Equipment Reserve Fund							
Total Expenditures	Actual	Budget	Budget	Percent	Budget	Percent	2007-2008
By Object	2005	2006	2007	Variance	2008	Variance	Budget
Cont to End Fund Balance	\$0	\$100,000	\$0	-100.0%	\$9,900	0.0%	\$9,900
Salaries & Wages	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Personnel Benefits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Supplies	\$150,378	\$276,180	\$374,000	35.4%	\$434,000	16.0%	\$808,000
Other Services & Charges	\$124,650	\$126,000	\$200,000	58.7%	\$206,000	3.0%	\$406,000
Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Capital Outlay	\$324,946	\$203,390	\$641,000	215.2%	\$372,000	-42.0%	\$1,013,000
Debt Service	\$113,237	\$106,080	\$106,000	-0.1%	\$0	-100.0%	\$106,000
Interfund Transfers	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$713,211</b>	<b>\$811,650</b>	<b>\$1,321,000</b>	<b>62.8%</b>	<b>\$1,021,900</b>	<b>-22.6%</b>	<b>\$2,342,900</b>

### Program Descriptions - Initiatives - Performance Measures

The **Office Equipment Reserve Fund** is supported by the City's operating funds and provides departments with technological resources.

#### **Equipment Replacement ..... \$757,900**

This program provides funding for replacement of all desktop hardware/software, laptops, printers, peripherals, telephone hardware/software, network hardware/software, servers and operating systems.

#### **Infrastructure Support ..... \$349,000**

This program provides infrastructure support (network, internet service provider, fiber) for the City of Longview.

**Software Support ..... \$332,000**

This program provides software support (enterprise license fees) for desktops, servers, and the network.

**Digital Imaging ..... \$300,000**

This project allows the City to move forward in implementing digital imaging.

**Projects ..... \$266,000**

This program provides for development and implementation of projects for e-government and other services for the City of Longview. Specific projects tentatively planned for 2007-08 are: Customer Request Management, imaging, B&O software, web permits, Class online registration, email archiving, and data replication (disc backup) for Disaster Recovery.

**Eden Maintenance ..... \$135,000**

Transfer of funding for Eden Maintenance from General Fund (Department 17) to OER.

**Bond Payment ..... \$106,000**

This program is for bond payment for the City’s Telecommunications Upgrade Project.

**R&D ..... \$97,000**

This program provides for research and development of new hardware and software.

**TOTAL FOR ALL PROGRAMS ..... \$2,342,900**

# Special Revenue Funds

## Revenue Summary

FUND SUMMARY		Library Grant Fund							
Special Revenue Fund Title <b>Library Grant Fund</b>	Department Head Responsible <b>Chris Skaugset</b>	Total Revenues	Actual	Budget	Budget	Percent	Budget	Percent	2007-2008
Beginning Fund Balance	\$0	By Source	2005	2006	2007	Variance	2008	Variance	Budget
2007/2008 Expected Revenue	\$25,000	Taxes	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Beginning Cash Required for Operations	\$0	Licenses & Permits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Total 2007/2008 Revenue	\$25,000	Intergovernmental	\$0	\$0	\$15,000	0.0%	\$10,000	-33.3%	\$25,000
2007/2008 Expected Expenditures	\$25,000	Charges for Services	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Contribution to Ending Fund Balance	\$0	Fines & Forfeits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Total 2007/2008 Expenditures	\$25,000	Miscellaneous	\$3,375	\$0	\$0	0.0%	\$0	0.0%	\$0
Estimated Ending Fund Balance	\$0	Non-Revenues	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
		Other Financing Sources	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
		Beg Resources Req to Balance	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
		<b>TOTAL REVENUES</b>	<b>\$3,375</b>	<b>\$0</b>	<b>\$15,000</b>	<b>0.0%</b>	<b>\$10,000</b>	<b>-33.3%</b>	<b>\$25,000</b>

## Expenditure Summary

Library Grant Fund							
Total Expenditures	Actual	Budget	Budget	Percent	Budget	Percent	2007-2008
By Object	2005	2006	2007	Variance	2008	Variance	Budget
Cont to End Fund Balance	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Salaries & Wages	\$1,449	\$0	\$0	0.0%	\$0	0.0%	\$0
Personnel Benefits	\$79	\$0	\$0	0.0%	\$0	0.0%	\$0
Supplies	\$4,368	\$0	\$7,750	0.0%	\$4,750	-38.7%	\$12,500
Other Services & Charges	\$1,873	\$0	\$7,250	0.0%	\$5,250	-27.6%	\$12,500
Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Capital Outlay	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Debt Service	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Interfund Transfers	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$7,769</b>	<b>\$0</b>	<b>\$15,000</b>	<b>0.0%</b>	<b>\$10,000</b>	<b>-33.3%</b>	<b>\$25,000</b>

### Program Descriptions - Initiatives - Performance Measures

The **Library Grant Fund** is a grant supported fund used exclusively for the enrichment of library programs.

**TOTAL FOR ALL PROGRAMS**

## Revenue Summary

FUND SUMMARY		Tourism Special Revenue Fund							
Special Revenue Fund Title	Department Head Responsible	Total Revenues	Actual	Budget	Budget	Percent	Budget	Percent	2007-2008
Tourism Special Revenue	Bob Gregory	By Source	2005	2006	2007	Variance	2008	Variance	Budget
Beginning Fund Balance	\$30,000	Taxes	\$24,550	\$23,000	\$23,500	2.2%	\$23,500	0.0%	\$47,000
2007/2008 Expected Revenue	\$47,000	Licenses & Permits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Beginning Cash Required for Operations	\$0	Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Total 2007/2008 Revenue	\$47,000	Charges for Services	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
2007/2008 Expected Expenditures	\$35,200	Fines & Forfeits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Contribution to Ending Fund Balance	\$11,800	Miscellaneous	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Total 2007/2008 Expenditures	\$47,000	Non-Revenues	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Estimated Ending Fund Balance	\$41,800	Other Financing Sources	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
		Beg Resources Req to Balance	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
		<b>TOTAL REVENUES</b>	<b>\$24,550</b>	<b>\$23,000</b>	<b>\$23,500</b>	<b>2.2%</b>	<b>\$23,500</b>	<b>0.0%</b>	<b>\$47,000</b>

## Expenditure Summary

Tourism Special Revenue Fund							
Total Expenditures	Actual	Budget	Budget	Percent	Budget	Percent	2007-2008
By Object	2005	2006	2007	Variance	2008	Variance	Budget
Cont to End Fund Balance	\$0	\$6,000	\$8,900	48.3%	\$2,900	-67.4%	\$11,800
Salaries & Wages	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Personnel Benefits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Supplies	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Other Services & Charges	\$23,840	\$17,000	\$14,600	-14.1%	\$20,600	41.1%	\$35,200
Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Capital Outlay	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Debt Service	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Interfund Transfers	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$23,840</b>	<b>\$23,000</b>	<b>\$23,500</b>	<b>2.2%</b>	<b>\$23,500</b>	<b>0.0%</b>	<b>\$47,000</b>

### Program Descriptions - Initiatives - Performance Measures

The **Tourism Fund** is a State tax-supported fund used for promoting tourism, which may include the building or leasing of stadiums and/or convention centers.

**TOTAL FOR ALL PROGRAMS ..... \$47,000**

# Special Revenue Funds

## Revenue Summary

FUND SUMMARY		Parks and Recreation Memorial Trust Fund							
Special Revenue Fund Title <b>Park and Recreation Memorial Trust</b>	Department Head Responsible <b>Rich Bemm</b>	Total Revenues	Actual	Budget	Budget	Percent	Budget	Percent	2007-2008
Beginning Fund Balance	\$725,000	By Source	2005	2006	2007	Variance	2008	Variance	Budget
2007/2008 Expected Revenue	\$52,500	Taxes	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Beginning Cash Required for Operations	\$32,500	Licenses & Permits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Total 2007/2008 Revenue	\$85,000	Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
2007/2008 Expected Expenditures	\$60,000	Charges for Services	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Contribution to Ending Fund Balance	\$25,000	Fines & Forfeits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Total 2007/2008 Expenditures	\$85,000	Miscellaneous	\$21,497	\$0	\$27,500	0.0%	\$25,000	-9.1%	\$52,500
Estimated Ending Fund Balance	\$717,500	Non-Revenues	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
		Other Financing Sources	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
		Beg Resources Req to Balance	\$0	\$0	\$32,500	0.0%	\$0	-100.0%	\$32,500
		<b>TOTAL REVENUES</b>	\$21,497	\$0	\$60,000	0.0%	\$25,000	-58.3%	\$85,000

## Expenditure Summary

Parks and Recreation Memorial Trust Fund							
Total Expenditures	Actual	Budget	Budget	Percent	Budget	Percent	2007-2008
By Object	2005	2006	2007	Variance	2008	Variance	Budget
Cont to End Fund Balance	\$0	\$0	\$0	0.0%	\$25,000	0.0%	\$25,000
Salaries & Wages	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Personnel Benefits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Supplies	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Other Services & Charges	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Capital Outlay	\$0	\$0	\$60,000	0.0%	\$0	-100.0%	\$60,000
Debt Service	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Interfund Transfers	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
<b>TOTAL EXPENDITURES</b>	\$0	\$0	\$60,000	0.0%	\$25,000	-58.3%	\$85,000

### Program Descriptions - Initiatives - Performance Measures

The **Parks & Recreation Memorial Trust Fund** was established upon the receipt of a bequest intended for improvements and upkeep of Lake Sacajawea.

**TOTAL FOR ALL PROGRAMS ..... \$85,000**