

CITY OF COTTAGE GROVE

ENTERPRISE FUNDS BUDGET SUMMARY

FUND/DEPARTMENT	FY2011-12 ACTUAL	FY2012-13 ACTUAL	FY2013-14 ACTUAL	FY2014-15 BUDGETED	FY 15-16 ADOPTED
Water Fund					
Water Distribution	691,310	751,030	774,710	905,760	923,455
Water Production	487,270	513,438	517,917	573,635	612,390
Non-Departmental	253,217	234,422	181,309	729,710	624,160
Total Water Fund	1,431,797	1,498,890	1,473,936	2,209,105	2,160,005
Wastewater Fund					
Wastewater Collection	353,454	300,264	296,302	333,960	337,505
Wastewater Treatment Plant	568,550	577,357	574,845	714,405	731,175
Middlefield Golf Course	439,471	425,279	408,351	465,460	456,835
Non-Departmental	255,055	153,262	265,582	371,460	490,145
Total Wastewater Fund	1,616,530	1,456,162	1,545,080	1,885,285	2,015,660
Storm Drain Utility Fund	176,516	203,576	229,104	368,310	428,005
Industrial Park Operations Fund	117,839	108,233	102,119	141,600	92,450
Total Enterprise Funds	3,342,682	3,266,861	3,350,239	4,604,300	4,696,120



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

**202-000 WATER FUND
REVENUE**

2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	DESCRIPTION	2015-16		
				PROPOSED	APPROVED	ADOPTED
430,119	447,176	561,745	41010 CARRYOVER	521,370	521,370	521,370
			CHARGES FOR SERVICES			
1,447,420	1,526,226	1,603,110	45010 SALE OF WATER	1,594,885	1,594,885	1,594,885
41,657	40,713	30,000	45020 SERVICE CONNECTION FEES	30,000	30,000	30,000
10,642	13,216	3,500	45030 INSTALLATION FEES	4,000	4,000	4,000
0	0	0	45500 MISC. CHARGES FOR SERVICES	0	0	0
0	0	0	45510 S. 6TH ST. ZONE OF BENEFIT REIMB.	0	0	0
1,499,718	1,580,155	1,636,610	TOTAL CHARGES FOR SERVICES	1,628,885	1,628,885	1,628,885
2,460	3,011	1,500	53200 INTEREST INCOME	1,500	1,500	1,500
			MISCELLANEOUS REVENUE			
3,861	3,126	2,000	54010 CREDIT BUREAU	1,000	1,000	1,000
125	475	250	54050 AUCTION PROCEEDS	250	250	250
11,415	32,862	7,000	54060 MISCELLANEOUS REVENUE	7,000	7,000	7,000
15,401	36,463	9,250	TOTAL MISCELLANEOUS REVENUE	8,250	8,250	8,250
1,947,698	2,066,806	2,209,105	TOTAL REVENUE	2,160,005	2,160,005	2,160,005



DEPARTMENT: WATER DISTRIBUTION**OVERVIEW**

The Water Distribution Department is a function of the Public Works Department and is an integral part of the water utility, and it shares this responsibility with Water Production to meet the following primary needs: 1) Provides consumers with high quality drinking water in sufficient quantity. 2) Provides sufficient reserve capacity and facilities for fire protection purposes.

OPERATIONAL OBJECTIVES

- Water service turn-on and offs.
- Leak and consumption checks.
- Water main line flushing to maintain water quality.
- Utility billing service.
- Water meter installation and repair/replacement.
- Utility locating service for underground facilities.
- Administration of a backflow prevention program.
- Investigation of water quality and pressure problems.
- Water conservation and loss control.

BUDGET YEAR OBJECTIVES

- Maintain water quality in the distribution system in compliance with Oregon Health Division standards including backflow device program.
- Provide for water distribution system maintenance, operations and repairs including periodic flushing, meter maintenance, leak detection, and repair.
- Provide water turn-on and turn-off services for customers.
- Provide waterline-locating services.
- Replace deficient fire hydrants throughout the water system.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2014-15

- Assisted Contractor in connecting the new water line on South 3rd Street from Harrison Avenue to Jefferson Avenue to the existing water lines on the side streets.
- Continued the administration/enforcement/evaluation aspects of the backflow device program.
- Assisted contractors in their ability to connect to the City's water system.
- Performed water main line taps and installed services for new residential and commercial customers.
- Partnered with South Lane County Fire and Rescue to install a Storz fitting on the major port on fire hydrants.
- Replaced 607 feet of water line on Lane Street between Main and Villard.
- Repaired leaks on the distribution system main lines.

- Performed flushing, chlorination and bacteriological testing on all new water mains constructed by contractors prior to the lines being accepted into the City water system.
- Provide on-going technical assistance to the Row River Valley Water District.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2014-15

- A 1.8% water rate increase is proposed. This increase follows the proposed 5 year utility rate plan.
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FULL-TIME EQUIVALENT POSITIONS				
Position	Adopted 2012-13	Adopted 2013-14	Adopted 2014-15	Proposed 2015-16
Utilities Clerk	0.53	0.53	0.53	0.53
Finance Clerk	0.25	0.24	0.18	0.18
Public Works Director	0.25	0.25	0.25	0.25
Administrative Aide	0.30	0.35	0.35	0.83
Clerical Assistant	0.48	0.48	0.48	-
Permit Specialist	-	-	-	-
City Engineer	0.21	0.21	0.21	0.21
Utilities Maint. Supervisor	0.50	0.50	0.50	0.50
Fleet & Facilities Manager	0.40	0.40	0.40	0.40
Utility Maintenance Workers	4.29	4.29	4.28	4.28
	7.21	7.25	7.18	7.18

PERFORMANCE MEASUREMENTS

Strategy	Measure	Actual 2011-12	Actual 2012-13	Actual 2013-14	Estimate 2014-15
Provide customers high quality drinking water	No. of backflow devices	1,319	1,343	1,370	1,430
	No. of backflow inspections	120	150	120	110
	No. of service requests evaluated	138	142	152	160
	No. of repairs on distribution system	76	132	97	107
Provide contractors and public with pertinent information as it relates to water distribution system	No. of locates	601	553	595	715
	Promotion of "call before you dig" service	√	√	√	√



DID YOU KNOW?

Water Distribution Facts:

- Provides maintenance and operation of approximately 49 miles of water mains ranging in size from 2-inches to 18-inches in diameter.
- The water distribution system network contains two reservoirs with a storage capacity of 4.3 million gallons.
- Three pressure booster pump stations to serve customers at: Taylor Avenue / Parks Road / Cambria Place, Cottage Heights and Hidden Valley Estates II subdivisions.
- 402 fire hydrants within the distribution system.
- There are 3,886 metered water service connections (3,747 active accounts as of April, 2015 billing and approximately 139 accounts idle).
- 45 fire service connections.
- One pressure regulating station

From July 1, 2014 through April, 2015:

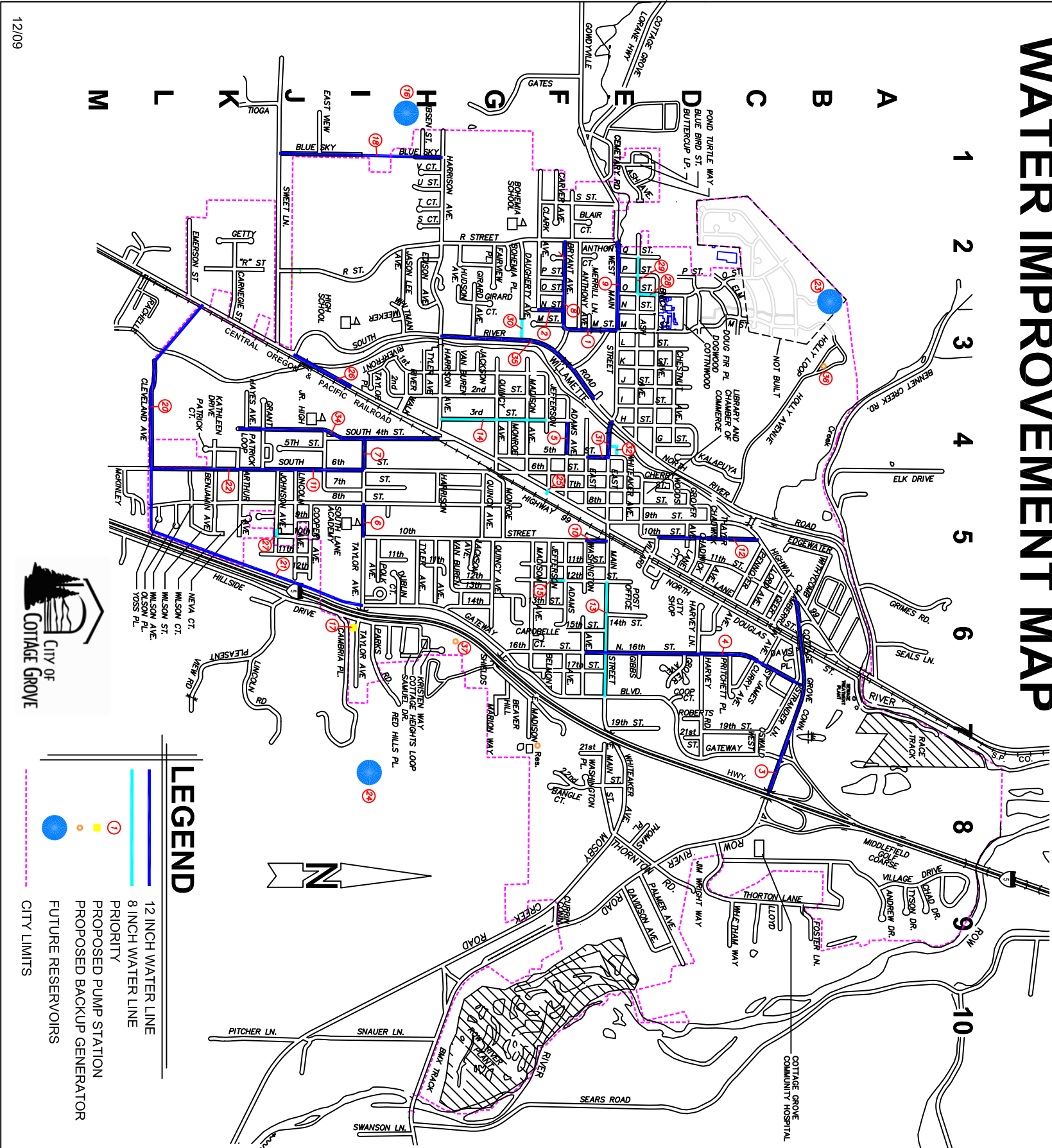
- 45 existing water meters were replaced because they were old, stopped, fogged, damaged or unable to be read.
- 585 customers were shut-off for non-payment of their bill. Water service was then turned back on when the past due balances were paid.
- 1026 requests to turn water on or off were received from customers.
- 107 customer leaks were field checked.
- There are 1,353 private backflow devices throughout the municipal water system. There are an additional 77 devices on city buildings and parks water services.



Row River Road Water Main
Relocation at bike path crossing -
May 6, 2015



WATER IMPROVEMENT MAP



WATER PROJECTS
PROJECTED CAPITAL IMPROVEMENT NEEDS

Map No.	Project	Total Costs (4/2010 \$)	Map No.	Project	Total Costs (4/2010 \$)
1	12 inch on "M" St. from Main - Bryant	58,400	12	12" Valves	93,300
2	12" on "N" St. from Bryant - Clarke	3,100	18	12" on Blue Sky from Harrison - Sweet Lane	165,700
3	12" on Cottage Grove Com. From Hwy 99 to Row River Rd.	164,900	19	12" on Sweet Lane from Hwy 99 to Blue Sky Dr. Completed FY 11-12	0
4	12" on 16th St. from Cottage Grove Com. to Washington Ave.	304,900	20	12" on Cleveland Ave. from Hwy. 99 to I-5	308,000
5	12" on Washington Ave. from 3rd - 5th	46,700	21	12" along west side of I-5	276,900
6	12" on Taylor from 8th - 10th	41,200	22	12" on S. 6th from Grant - Cleveland	140,800
7	12" on Taylor from 4th - 6th	38,900	25	12" on Taylor from 4th - 6th Completed FY 13-14	0
8	12" on Bryant from "R" - "M"	98,000	26	Hwy 99 from S. River Rd. to River Walk Subdivision	65,700
9	12" on Main St. from "R" - "M"	106,700	27	10th St. & Johnson Ave.	5,800
10	12" on 16th St. Washington - Main Completed FY 12-13	0	28	N. "O" St. from Ash - Birch	11,100
11	12" on 6th St. from Taylor - Grant	87,900	29	Ash Ave. from "O" - "Q"	38,200
12	8" on 10th St. from Villard - Hwy. 99	88,800	30	Daugherty Ave. Loop	14,700
13	8" on Main St. from 12th St. to Gateway Blvd.	96,900	31	N. River Rd./Main St. across bridge to S. 5th St./Washington	201,300
14	8" on 3rd St. from Harrison - Jefferson Completed FY 13-14	0	32	Loop 8-inch at City Hall	27,800
15	8" on 12th St. from Jefferson - Adams	10,100	33	Replace 14 inch transmission main to Seiverds Park Completed FY 11-12	0
16	New 3.1 MG Reservoir (West Side)	3,014,300	34	Replace 10" AC line on S. 4th St.	314,200
17	New Taylor St. Pump Station	650,000	35	S. River Rd. from Nellis - Harrison	237,100
23	New 1.25 MG Reservoir (McFarland Butte)	1,215,500	36	Backup generator at Holly Pump Station	36,900
24	New 1.05 MG Reservoir (Knox Hill)	1,021,000	37	Backup generator at Landon Pump Station Project Deleted	0
Add an addition 2 MGD Capacity to Water Treatment Plant		1,100,000	Yearly Program to upsize all water lines less than 8 inches in diameter to 8 inch pipe that not listed above		9,000,000
PROJECT IDENTIFIED ON MASTER PLAN					
BUDGETED THIS FISCAL YEAR					

TOTAL OF ESTIMATED COSTS NOT FUNDED – \$19,103,000



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

**202 WATER FUND
202-220 WATER DISTRIBUTION**

			2015-16			
2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
PERSONAL SERVICES						
21,223	22,160	22,020	60240 UTILITIES CLERK - 0.53 FTE	17,860	17,860	17,860
6,945	4,526	5,860	60250 FINANCE CLERK - 0.18 FTE	8,275	8,275	8,275
22,116	22,501	22,945	60400 PUBLIC WORKS DIRECTOR - 0.25 FTE	23,175	23,175	23,175
13,184	15,176	15,905	60410 ADMINISTRATIVE AIDE - 0.83 FTE	36,630	36,630	36,630
19,221	19,103	19,945	60420 CLERICAL ASSISTANT - 0.0 FTE	0	0	0
16,065	15,873	16,600	60430 CITY ENGINEER - 0.21 FTE	16,770	16,770	16,770
34,026	33,891	35,295	60440 UTILITIES MAINT. SUPERVISOR - 0.50 FTE	35,655	35,655	35,655
27,635	28,017	28,610	60450 FLEET & FACILITIES MANAGER - 0.40 FTE	28,900	28,900	28,900
217,063	221,691	232,005	60480 UTILITY MAINTENANCE WORKERS - 4.28 FTE	237,055	237,055	237,055
253	628	4,800	61100 OVERTIME	4,800	4,800	4,800
9,914	6,720	11,325	62010 WORKERS' COMPENSATION	12,605	12,605	12,605
2,842	2,664	3,235	62020 UNEMPLOYMENT	2,050	2,050	2,050
28,089	28,871	30,905	62030 FICA	31,300	31,300	31,300
305	288	285	63010 LIFE INSURANCE	290	290	290
63,972	64,496	81,255	63020 RETIREMENT	75,135	75,135	75,135
2,022	1,853	2,220	63030 DISABILITY INSURANCE	2,265	2,265	2,265
128,587	131,247	141,950	63040 HEALTH INSURANCE	149,890	149,890	149,890
613,464	619,706	675,160	TOTAL PERSONAL SERVICES	682,655	682,655	682,655
MATERIALS AND SERVICES						
12,869	15,829	20,000	71000 CONTRACTUAL SERVICES	25,000	25,000	25,000
867	729	1,300	71210 CLOTHING ALLOWANCE	1,500	1,500	1,500
19,259	20,389	22,000	71500 ELECTRICITY	22,000	22,000	22,000
7,556	7,096	8,000	71520 TELEPHONE	8,000	8,000	8,000
2,152	1,878	2,500	71530 NATURAL GAS	2,500	2,500	2,500
14,664	12,951	16,000	71540 FUEL & LUBRICANTS	16,000	16,000	16,000
1,417	1,395	1,500	71560 COMMUNICATIONS SERVICE	1,500	1,500	1,500
3,246	1,052	4,000	71700 BUILDING MAINT. & REPAIR	4,000	4,000	4,000
15,321	19,047	18,300	71710 EQUIPMENT MAINT. & REPAIR	18,300	18,300	18,300
3,096	6,813	7,500	71720 VEHICLE MAINT. & REPAIR	7,500	7,500	7,500
0	0	400	71730 RADIO MAINT. & REPAIR	400	400	400
476	239	500	72000 COMPUTER SERVICE & SUPPLIES	500	500	500
187	0	800	72010 OFFICE SUPPLIES	800	800	800
3,879	3,405	7,000	72100 MINOR EQUIPMENT & TOOLS	7,000	7,000	7,000
0	0	5,000	72120 EQUIP. RENTAL & LEASE	5,000	5,000	5,000
653	361	1,000	72400 LAB TESTS & SUPPLIES	1,000	1,000	1,000
0	0	1,000	72410 TREATMENT CHEMICAL	1,000	1,000	1,000
1,557	1,758	1,500	72510 SAFETY EQUIPMENT	1,600	1,600	1,600
810	1,510	1,200	72600 CLEANING SUPPLIES	1,200	1,200	1,200
4,359	6,205	10,000	73000 SAND & GRAVEL	10,000	10,000	10,000
719	974	3,000	73010 ASPHALT & CONCRETE	3,000	3,000	3,000
22,077	34,694	65,000	73100 WATER PIPE & APPURTENACES	65,000	65,000	65,000
12,240	3,380	10,000	73110 HYDRANTS	15,000	15,000	15,000
5,833	8,442	15,000	73120 WATER METERS	15,000	15,000	15,000
4,331	6,859	8,000	73600 MISC. SUPPLIES & EXPENSE	8,000	8,000	8,000
137,567	155,004	230,500	TOTAL MATERIALS AND SERVICES	240,800	240,800	240,800
751,030	774,710	905,660	TOTAL EXPENDITURES	923,455	923,455	923,455



DEPARTMENT: WATER PRODUCTION**OVERVIEW**

The Water Production Department operates and maintains a gravity feed raw water surface intake facility, a shallow horizontal well (for emergency only), a river bank raw water pumping facility, a treatment plant raw water pumping station and the water production treatment plant, a finished water high service pumping station, two finished water high level storage reservoirs, three finished water booster pumping stations and a pressure regulating station.

Water Production also monitors, protects, and influences watershed management, in conjunction with Federal, State and Local agencies and private landowners.

The Water Production Department is an integral part of the City's water utility, and it works hand in hand with the Water Distribution Department to provide a quality water supply.

DEPARTMENT OPERATIONAL OBJECTIVES

Water Production is responsible for analyzing and monitoring the City's source raw water and finished treated water.

The Department is responsible for selecting locations within the distribution system for the installation of dedicated water sampling stations for sampling and testing municipal water from throughout the distribution system for compliance with safe drinking water standards.

The primary responsibility of the Water Production Department is treatment of all municipal water to assure that it meets or exceeds current safe drinking water quality regulations. Water Production maintains up-to-date records of operations and maintenance for evaluation of the water department facilities by regulatory agencies.

BUDGET YEAR OBJECTIVES

- Revise and update water quality monitoring and sampling plans to meet EPA regulations.
- Continue to provide assistance to the City's legal representatives in certificating the water rights for the Row River Water Treatment Plant.
- Be an active and supportive member of the Northwest Membrane Operator Association.
- Attend trainings for advanced operation of membrane filtration water treatment facilities.
- Be an active and supportive member of the AWWA local Cascade to Coast Subsection.
- Investigate opportunities to improve processing operations at the water treatment plant.
- Work with the Distribution System personnel in the Development of a Distribution System Water Quality Monitoring Plan and ultimately a Distribution System Optimization Plan.
- Work with the City's contracted engineering firm in the design and replacement of the Taylor Avenue Booster Pump Station.
- Assist City Staff with implementation of Phase I of the City's first ever Drinking Water Protection Plan that has been approved by the Oregon Health Authority/DWS.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2014-15

- Hosted tours of water treatment plant facilities to professional & community organizations.
- Provided Job Shadowing experience for a City of Lebanon water treatment plant operator.
- Participated in the local AWWA Cascade to Coast Subsection “Best Tasting Water Contest”.
- Participated in ORWARN, an emergency response network for utilities.
- Assisted Coast Fork Willamette Watershed Council in Row River Nature Park improvements.
- Assisted City’s legal representatives with certification of the City’s Row River water rights.
- Participated in Harmful Algae Bloom Stake Holders annual meeting and technical workshop.
- Staff attended the AWWA-PNWS Annual Conference held in Eugene, OR.
- Cleaned raw water intake structure and membrane feed tank of accumulated sediment.
- Installed electrical Line Reactors to all pump motor variable frequency drives.
- Established VPN connections for operators to remotely connect to the water plant SCADA.
- Replaced a defective pump at Taylor Avenue Booster Pump Station.
- City staff assisted Northwest Membrane Operator Association in planning workshops.
- Assisted city staff with the adoption of the City’s first ever Drinking Water Protection Plan.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2014-15

- No significant changes being proposed.

FULL-TIME EQUIVALENT POSITIONS

Position	Adopted 2012-13	Adopted 2013-14	Adopted 2014-15	Proposed 2015-16
Public Works Director	0.15	0.15	0.15	0.15
Administrative Aide	0.05	0.05	0.05	0.15
Clerical Assistant	0.10	0.10	0.10	-
City Engineer	0.05	0.05	0.05	0.05
Fleet & Facilities Manager	0.05	0.05	0.05	0.05
Water Production Supt.	1.00	1.00	1.00	1.00
Utility Maintenance Workers	2.05	2.05	2.05	2.05
Temporary Worker	0.14	0.27	0.33	0.25
	3.59	3.72	3.78	3.70

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2012	Actual 2013	Actual 2014	Estimate 2015
Meet EPA's drinking water standards	Potable Water Produced (million gallons per year)	442	455	467	480
	Number of Consumer Confidence Reports distributed	4,351	4,501	4,519	4,520
Number of Sampling & Testing Performed					
Daily: (WTP)					
	Turbidity of filtered water every 4 hours	964	1,128	1,246	1,250
Daily: (EP)					
	Chlorine residual	366	365	365	365
	pH	366	365	365	365
	Temperature	366	365	365	365
Weekly: (DS)					
	Bacteriological 4 per week	212	212	208	208
	Chlorine residual	212	212	208	208
Monthly: (RWS)					
	Total and E.coli Bacteriological	12	12	12	12
Quarterly: (RWS)					
	Total Organic Carbon	4	4	4	4
Quarterly: (WTP)					
	Total Organic Carbon	4	4	4	4

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2012	Actual 2013	Actual 2014	Estimate 2015
Meet EPA's drinking water standards	Number of Sampling & Testing Performed (cont.)				
	Annually: (EP)				
	Nitrate	1	1	1	1
	Volatile Organics - regulated	23	23	23	23
	Volatile Organics - non-regulated	22	22	21	21
	Annually: (DS)				
	Trihalomethanes	64	48	32	8
	Holacetic Acids	80	60	40	10
	Every 3 years: (EP)				
	Synthetic Organic Chemicals	Due 2014	Due 2014	96	Due 2017
	Every 3 years: (DS)				
	Lead	40	Due 2015	Due 2015	40
	Cooper	40	Due 2015	Due 2015	40
	pH	14	Due 2015	Due 2015	14
	Every 6 years: (DS)				
	None Due	None Due	None Due	None Due	None Due
	Every 9 years: (EP)				
	Radionuclides - Radium 226/228	Due 2015	Due 2015	Due 2015	2
	Radionuclides - Gross Alpha	Due 2015	Due 2015	Due 2015	1
	Radionuclides - Uranium	Due 2015	Due 2015	Due 2015	1
	Inorganic Chemicals	Due 2020	Due 2020	Due 2020	Due 2020
	Nitrite	Due 2020	Due 2020	Due 2020	Due 2020
	Arsenic	Due 2020	Due 2020	Due 2020	Due 2020
	Every 9 years: (DS)				
	Asbestos	Due 2020	Due 2020	Due 2020	Due 2020

RWS = Raw Water Source; WTP = Water Treatment Plant; EP = Entry Point; DS = Distribution System



DID YOU KNOW?

Water Production Facts:

- Total current treatment capacity = 4.0 Million Gallons per day.
- Average daily water production, winter months November - April = 1.0 Million Gallons
- Average daily water production, summer months May - October = 1.6 Million Gallons
- Peak daily water production, summer months July - September = 2.6 Million Gallons.
- Of all the earth's water, 97% is salt water found in oceans and seas.
- Only 1% of the earth's water is available for drinking water; 2% is currently frozen.
- You can refill an 8 ounce glass of water approximately 15,000 times for the same cost as a six pack of pop.
- In 1974, Congress passed the Safe Drinking Water Act to ensure that drinking water is safe for human consumption. The Act requires public water systems to monitor and treat drinking water for safety.
- The Row River Water Treatment Plant received Second Place honors in the DJC 2009 Top Projects competition for public works infrastructure construction/design, in the \$5M to \$15M category.



Row River Water Treatment Plant Expansion and Improvements Dedicated in October 2008



Row River Water Treatment Plant Best Tasting Water Contests Recognition Awards

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

**202 WATER FUND
202-240 WATER PRODUCTION**

2012-13	2013-14	2014-15		2015-16
ACTUAL	ACTUAL	BUDGET	DESCRIPTION	PROPOSED APPROVED ADOPTED
PERSONAL SERVICES				
13,269	13,501	13,770	60400 PUBLIC WORKS DIRECTOR - 0.15 FTE	13,905 13,905 13,905
2,223	2,199	2,310	60410 ADMINISTRATIVE AIDE - 0.15 FTE	6,615 6,615 6,615
4,004	3,980	4,155	60420 CLERICAL ASSISTANT - 0.0 FTE	0 0 0
3,825	3,779	3,955	60430 CITY ENGINEER - 0.05 FTE	3,995 3,995 3,995
3,454	3,502	3,580	60450 FLEET & FACILITIES MANAGER - 0.05 FTE	3,615 3,615 3,615
67,263	67,158	69,650	60460 WATER PRODUCTION SUPERVISOR - 1.0 FTE	70,340 70,340 70,340
109,725	113,665	115,785	60480 UTILITY MAINTENANCE WORKER - 2.05 FTE	117,080 117,080 117,080
0	3,195	4,690	61000 SEASONAL WORKER - 0.25 FTE	4,765 4,765 4,765
3,193	0	0	61010 REGULAR PART-TIME WORKER - 0 FTE	0 0 0
3,457	2,171	5,500	61100 OVERTIME	5,500 5,500 5,500
6,353	4,281	7,535	62010 WORKERS' COMPENSATION	8,325 8,325 8,325
1,561	1,470	1,790	62020 UNEMPLOYMENT	1,130 1,130 1,130
15,633	15,993	17,090	62030 FICA	17,275 17,275 17,275
153	143	145	63010 LIFE INSURANCE	145 145 145
35,084	35,328	44,980	63020 RETIREMENT	46,350 46,350 46,350
1,004	974	1,175	63030 DISABILITY INSURANCE	1,185 1,185 1,185
70,253	71,891	74,025	63040 HEALTH INSURANCE	78,165 78,165 78,165
340,454	343,229	370,135	TOTAL PERSONAL SERVICES	378,390 378,390 378,390
MATERIALS AND SERVICES				
6,905	9,637	11,000	71000 CONTRACTUAL SERVICES	15,000 15,000 15,000
73,050	66,432	72,000	71500 ELECTRICITY	85,000 85,000 85,000
11,076	10,475	13,000	71520 TELEPHONE	13,000 13,000 13,000
3,821	5,689	6,000	71540 FUEL & LUBRICANTS	6,000 6,000 6,000
324	335	400	71560 COMMUNICATIONS SERVICE	400 400 400
821	2,785	4,000	71700 BUILDING MAINT. & REPAIR	5,000 5,000 5,000
11,188	29,459	22,000	71710 EQUIPMENT MAINT. & REPAIR	22,000 22,000 22,000
0	14	2,000	71720 VEHICLE MAINT. & REPAIR	2,000 2,000 2,000
0	0	500	71730 RADIO MAINT. & REPAIR	500 500 500
0	0	500	71750 METER MAINT. & REPAIR	500 500 500
416	485	1,000	72000 COMPUTER SERVICE & SUPPLIES	1,500 1,500 1,500
162	236	500	72010 OFFICE SUPPLIES	500 500 500
4,483	1,090	1,800	72100 MINOR EQUIPMENT & TOOLS	1,800 1,800 1,800
0	0	1,000	72120 EQUIPMENT RENTAL & LEASE	1,000 1,000 1,000
470	796	1,500	72300 BUILDING SUPPLIES	1,500 1,500 1,500
14,295	9,212	20,000	72400 LAB TESTS & SUPPLIES	25,000 25,000 25,000
43,841	35,893	43,000	72410 TREATMENT CHEMICALS	50,000 50,000 50,000
0	0	300	72510 SAFETY EQUIPMENT	300 300 300
2,133	2,150	3,000	73600 MISC. SUPPLIES & EXPENSE	3,000 3,000 3,000
172,984	174,688	203,500	TOTAL MATERIALS AND SERVICES	234,000 234,000 234,000
513,438	517,917	573,635	TOTAL EXPENDITURES	612,390 612,390 612,390

FUND: ENTERPRISE

FUND/DEPARTMENT #: 202-295

DEPARTMENT: WATER NON-DEPARTMENTAL

OVERVIEW

The purpose of the Water Non-Departmental Department is to account for expenditures that are common to all Water Fund activities. Those expenditures include costs for audit, insurance, administrative charges, education, professional organization costs, medical tests, debt retirement, operations, engineering support and other general water fund expenses.

DEPARTMENT OPERATIONAL OBJECTIVES

- Department pays dues for membership in the American Water Works Association, Northwest Membrane Operator Association, Water ISAC (security), Oregon Lakes Association (harmful algae blooms info), and the American Public Works Association. Dues are also paid to the Oregon Water Utilities Council for representation in regard to water legislative issues.
- Training is provided for full-time employees that conduct the activities of the water utility.
- Fees are paid from this fund for water operator certification testing, licensing, and renewal.
- Department pays fees to the Oregon Health Authority/DWS for Water System Surveys.
- The department provides funding for utility billing printing and mailing costs.
- The department provides funding for publication and postage fees for the mailing of special reports to the public. These reports include the Annual Consumer Confidence Report and water quality Public Notification Reports.
- Department pays its allotment for administrative and general engineering services as well as any outstanding debt service.

BUDGET YEAR OBJECTIVES

- To continue to support the activities of the Water Production Department and the Water Distribution Departments.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2014-15

- No significant budget changes proposed.

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

**202 WATER FUND
202-295 NON-DEPARTMENTAL**

2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	DESCRIPTION	2015-16		
				PROPOSED	APPROVED	ADOPTED
			MATERIALS & SERVICES			
0	44	500	70030 ADVERTISING	500	500	500
441	339	2,500	70040 CONSUMER CONFIDENCE REPORT	2,500	2,500	2,500
4,448	4,505	3,785	70100 AUDIT EXPENSE	4,140	4,140	4,140
16,219	19,815	24,800	70400 INSURANCE & BONDS	31,935	31,935	31,935
810	846	1,200	71600 POSTAGE	1,200	1,200	1,200
12,258	13,598	13,500	71610 UTILITY BILLING POSTAGE	13,500	13,500	13,500
3,763	2,033	7,500	72000 COMPUTER PROGRAMS & SUPPLIES	7,500	7,500	7,500
2,957	2,580	3,000	72010 OFFICE SUPPLIES	3,000	3,000	3,000
0	0	300	72030 BOOKS, MAPS & PERIODICALS	750	750	750
45	15	200	73600 MISCELLANEOUS SUPPLIES	200	200	200
220	105	500	74000 PROGRAM FEES & DUES	500	500	500
7,511	3,709	7,500	74100 PROFESSIONAL ASSOCIATION DUES	7,500	7,500	7,500
5,407	6,948	7,500	74200 EDUCATION & REGISTRATION FEES	7,500	7,500	7,500
2,143	2,308	3,000	74210 TRAVEL & SUBSISTENCE	3,000	3,000	3,000
645	416	1,000	74300 EMPLOYEE MEDICAL EXAMS & TESTS	1,000	1,000	1,000
0	0	2,500	76133 WATERSHED COUNCIL	250	250	250
68,760	77,355	77,090	79900 ADMINISTRATION CHARGES	70,875	70,875	70,875
20,000	20,000	20,000	79910 ENGINEERING SERVICE FEES	20,000	20,000	20,000
145,627	154,617	176,375	TOTAL MATERIALS & SERVICES	175,850	175,850	175,850
			DEBT SERVICE			
0	2,486	2,455	90110-081 LOAN PAYMENT - PERS UAL	2,580	2,580	2,580
0	12,206	12,685	90111-083 LOAN INTEREST PAYMENT - PERS UAL	13,445	13,445	13,445
0	0	80	90115-000 LOAN TRUSTEE FEES	80	80	80
0	14,692	15,220	TOTAL DEBT SERVICE	16,105	16,105	16,105
			TRANSFERS			
13,808	0	0	90217 TRANSFER TO DEBT SERVICE	0	0	0
75,000	12,000	175,000	90232 TRANSFER TO WATER RESERVE FUND	100,000	100,000	100,000
88,808	12,000	175,000	TOTAL TRANSFERS	100,000	100,000	100,000
0	0	363,115	99000 CONTINGENCY	332,205	332,205	332,205
0	0	0	99010 UNAPPROPRIATED ENDING BALANCE	0	0	0
448,795	592,870	0	99020 ENDING BALANCE	0	0	0
448,795	592,870	363,115	TOTAL ENDING BALANCE	332,205	332,205	332,205
683,230	774,179	729,710	TOTAL EXPENDITURES	624,160	624,160	624,160
1,947,698	2,066,806	2,209,005	TOTAL WATER FUND EXPENDITURES	2,160,005	2,160,005	2,160,005

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

**302-000 WASTEWATER FUND
REVENUE**

2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	DESCRIPTION	2015-16		
				PROPOSED	APPROVED	ADOPTED
35,149	196,617	193,000	41010 CARRYOVER	215,580	215,580	215,580
			CHARGES FOR SERVICES			
1,234,727	1,219,764	1,313,450	45040 WASTEWATER DISP USER CHARGES	1,444,495	1,444,495	1,444,495
233,489	195,818	225,000	45044 GOLF COURSE FEES	220,000	220,000	220,000
32,609	43,291	37,500	45045 PRO SHOP	25,000	25,000	25,000
48,144	48,474	48,000	45046 CLUB/CART RENTALS	45,000	45,000	45,000
38,190	36,523	38,000	45047 DELI SALES	36,000	36,000	36,000
0	0	0	45048 LPG/PGA FEES	0	0	0
11,943	11,943	11,945	45049 CG HOSPITAL MOWING FEES	11,945	11,945	11,945
354	176	0	45052 CASH OVER/SHORT	0	0	0
1,528	11,186	0	45053 GIFT CARD	0	0	0
1,600,982	1,567,175	1,673,895	TOTAL CHARGES FOR SERVICES	1,782,440	1,782,440	1,782,440
556	1,586	400	53200 INTEREST REVENUE	400	400	400
			MISCELLANEOUS REVENUE			
2,129	3,166	1,750	54010 CREDIT BUREAU	1,500	1,500	1,500
0	190	500	54050 AUCTION PROCEEDS	500	500	500
10,414	23,663	5,000	54060 MISCELLANEOUS REVENUE	4,500	4,500	4,500
0	9,142	0	54070 INSURANCE PROCEEDS	0	0	0
8,770	10,340	10,740	54250 RENTAL PROPERTY REVENUE	10,740	10,740	10,740
21,313	46,500	17,990	TOTAL MISCELLANEOUS REVENUE	17,240	17,240	17,240
1,658,000	1,811,877	1,885,285	TOTAL REVENUE	2,015,660	2,015,660	2,015,660



DEPARTMENT: WASTEWATER COLLECTION**OVERVIEW**

Wastewater Collection is a function of the Public Works Department with the primary function to collect and convey wastewater from the City's customers to the City's Wastewater Treatment Plant in a safe, efficient manner. The Wastewater Collection system contains 45.72 miles of sanitary sewer lines ranging in size from 4 to 36 inches in diameter.

OPERATIONAL OBJECTIVES

- Maintain and repair wastewater main lines including service lines within the street right-of-way.
- Provide utility locating service for underground wastewater lines.
- Investigate and monitor underground contaminants and evaluate effects on collection systems.
- Investigate and remove infiltration and inflow situations (storm water entering the sanitary sewer collection system).
- Clean wastewater lines and remove debris (rags, grease, gravel and roots) when necessary.

BUDGET YEAR OBJECTIVES

- Repair or replace small sections of sewer mainline including service laterals that have excessive maintenance problems.
- Investigate possible cross connections with storm drainage wastewater system and if necessary, separate storm water connection and reconnect it to the storm drainage system.
- Increase maintenance and line cleaning including root cutting efforts for the wastewater collection system.
- Continue manhole rehabilitation program.
- Develop a grease trap monitoring/inspection program.
- Perform TV inspection in high maintenance areas to determine reason for failures.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2014-15

- Unplugged and cleaned main lines and laterals from blockages.
- Oversaw the repairs to wastewater lines being completed by contractors.

FULL-TIME EQUIVALENT POSITIONS

Position	Adopted 2012-13	Adopted 2013-14	Adopted 2014-15	Proposed 2015-16
Utilities Clerk	0.42	0.42	0.42	0.42
Finance Clerk	0.24	0.24	0.17	0.17
Public Works Director	0.15	0.15	0.15	0.15
Administrative Aide	0.20	0.20	0.20	0.40
Clerical Assistant	0.20	0.20	0.20	-
Permit Specialist	-	-	-	-
City Engineer	0.11	0.11	0.11	0.11
Utilities Maint. Supervisor	0.17	0.17	0.17	0.17
Fleet & Facilities Manager	0.15	0.15	0.15	0.15
Utility Maintenance Workers	1.47	1.47	1.47	1.47
	3.11	3.11	3.04	3.04

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2010-11	Actual 2011-12	Actual 2012-13	Actual 2013-14
Provide a safe and effective conveyance of wastewater	No. of service requests evaluated	43	37	40	45
	No. of plugged sewer mains	18	17	20	25
	No. of lateral lines repaired	8	7	6	6
	No. of sewer spills reported	0	0	0	0



DID YOU KNOW?

Wastewater Collection Facts:

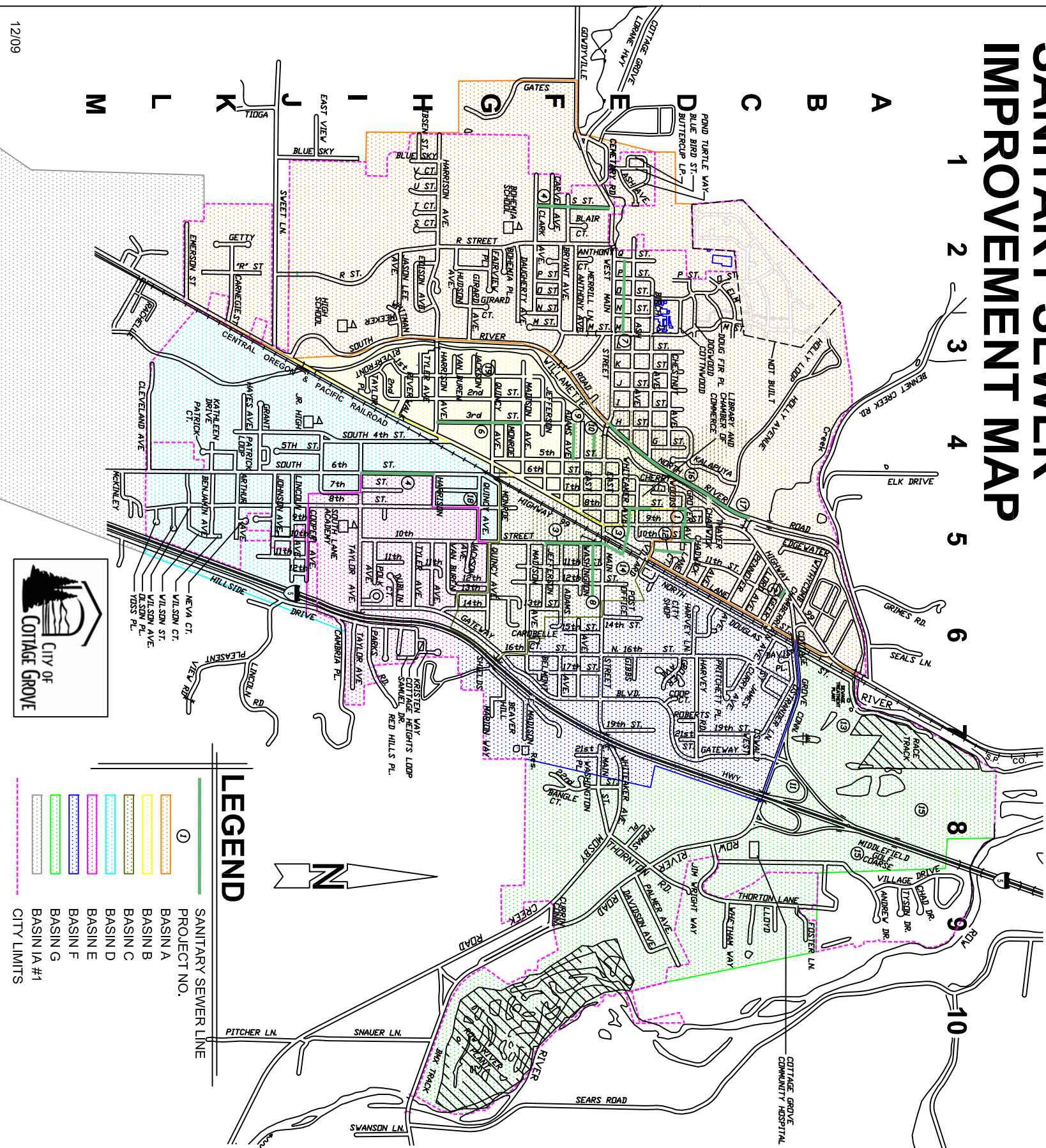
- During 2014, on average, 236 gallons of sewage per day was collected for every citizen of Cottage Grove (*up from 155 gallons in 2013*).
- The Department maintains approximately 45.72 miles of sanitary sewer main lines.
- The Department responded to approximately 715 locate requests to locate the utility lines prior to excavation work being performed.
- 8 new sewer connections were made to the existing sewer system and 6 sewer laterals were repaired this year.
- There are a total of 3,608 sewer customers served by the City's sanitary sewer collection system.



Sanitary Main Repair at 130 South 5th Street -February 23, 2015.



SANITARY SEWER
IMPROVEMENT MAP





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

**302 WASTEWATER FUND
302-320 WASTEWATER COLLECTION**

2012-13	2013-14	2014-15		2015-16		
ACTUAL	ACTUAL	BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
			PERSONAL SERVICES			
16,818	17,561	17,450	60240 UTILITIES CLERK - 0.42 FTE	14,155	14,155	14,155
6,559	4,275	5,535	60250 FINANCE CLERK - 0.17 FTE	7,815	7,815	7,815
13,270	13,501	13,770	60400 PUBLIC WORKS DIRECTOR - 0.15 FTE	13,905	13,905	13,905
8,815	8,724	9,145	60410 ADMINISTRATIVE AIDE - 0.40 FTE	17,805	17,805	17,805
8,009	7,959	8,310	60420 CLERICAL ASSISTANT - 0.0 FTE	0	0	0
8,415	8,315	8,700	60430 CITY ENGINEER - 0.11 FTE	8,785	8,785	8,785
11,569	11,523	12,000	60440 UTILITIES MAINT. SUPERVISOR - 0.17 FTE	12,125	12,125	12,125
10,343	10,507	10,730	60450 FLEET & FACILITIES MANAGER - 0.15 FTE	10,840	10,840	10,840
75,213	76,404	79,835	60480 UTILITY MAINTENANCE WORKER - 1.47 FTE	81,510	81,510	81,510
90	223	2,000	61100 OVERTIME	2,000	2,000	2,000
3,637	2,476	4,110	62010 WORKERS' COMPENSATION	4,575	4,575	4,575
1,174	1,146	1,340	62020 UNEMPLOYMENT	845	845	845
11,814	11,972	12,815	62030 FICA	12,925	12,925	12,925
127	119	120	63010 LIFE INSURANCE	125	125	125
26,052	25,880	32,845	63020 RETIREMENT	29,885	29,885	29,885
835	753	895	63030 DISABILITY INSURANCE	920	920	920
54,000	54,839	60,010	63040 HEALTH INSURANCE	64,090	64,090	64,090
256,740	256,176	279,610	TOTAL PERSONAL SERVICES	282,305	282,305	282,305
			MATERIALS AND SERVICES			
7,678	5,563	7,500	71000 CONTRACTUAL SERVICES	7,500	7,500	7,500
208	262	500	71210 CLOTHING ALLOWANCE	750	750	750
1,033	809	1,200	71500 ELECTRICITY	1,500	1,500	1,500
7,394	6,241	8,500	71520 TELEPHONE	8,500	8,500	8,500
1,214	1,434	1,900	71530 NATURAL GAS	1,900	1,900	1,900
7,901	7,124	9,000	71540 FUEL & LUBRICANTS	9,000	9,000	9,000
590	694	1,000	71560 COMMUNICATIONS SERVICE	1,000	1,000	1,000
654	361	1,000	71700 BUILDING MAINT. & REPAIR	1,000	1,000	1,000
7,410	8,971	9,000	71710 EQUIPMENT MAINT. & REPAIR	9,000	9,000	9,000
1,475	615	1,500	71720 VEHICLE MAINT. & REPAIR	1,500	1,500	1,500
0	0	200	71730 RADIO MAINT. & REPAIR	500	500	500
144	151	250	72000 COMPUTER SERVICE & SUPPLIES	250	250	250
1,822	795	2,000	72100 MINOR EQUIPMENT & TOOLS	2,000	2,000	2,000
0	0	1,000	72120 EQUIPMENT RENTAL & LEASE	1,000	1,000	1,000
937	1,109	1,000	72510 SAFETY EQUIPMENT	1,000	1,000	1,000
526	982	800	72600 CLEANING SUPPLIES	800	800	800
1,470	1,460	2,500	73000 SAND & GRAVEL	2,500	2,500	2,500
247	400	1,000	73010 ASPHALT & CONCRETE	1,000	1,000	1,000
524	560	2,000	73200 SEWER PIPE	2,000	2,000	2,000
2,296	2,595	2,500	73600 MISC. SUPPLIES & EXPENSE	2,500	2,500	2,500
43,524	40,126	54,350	TOTAL MATERIALS AND SERVICES	55,200	55,200	55,200
300,264	296,302	333,960	TOTAL EXPENDITURES	337,505	337,505	337,505



DEPARTMENT: WASTEWATER TREATMENT**OVERVIEW**

The Wastewater Treatment Plant receives and processes all sanitary wastewater generated by users of the municipal wastewater system twenty-four hours a day, seven days a week. The Environmental Protection Agency, along with Oregon's Department of Environmental Quality dictate standards for discharging effluent, bio-solids disposal, and water reuse which the City must meet or exceed. Staff maintains and repairs equipment as needed and monitors the processes to ensure standards are met.

OPERATIONAL OBJECTIVES

- Operate, maintain, and repair treatment site facilities and equipment.
- Conduct laboratory sampling and testing to control treatment processes and to assure compliance with discharge/disposal requirements.
- Implement new NPDES permit testing for Whole Effluent Toxicity, metals, and organic toxic testing.
- Remove and dispose of residual bio-solids from the treatment process. Bio-solids are hauled to a DEQ approved private facility for additional treatment and reclamation.

BUDGET YEAR OBJECTIVES

- Continue to operate and maintain treatment site facilities and equipment to meet governing standards.
- Continue to familiarize operators with the new treatment plant improvements to optimize the capability of the improvements.
- Continue to provide treated reuse water for irrigation to Middlefield Golf Course in greater quantities than last year. Investigate additional reuse opportunities.
- Continue to seek opportunities to develop alternative energy sources for the facility.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2014-15

- Operated, maintained and repaired treatment site facilities and equipment as needed to assure compliance with discharge/disposal requirements.
- Removed and repaired three Plant Water Reuse pumps and, performed routine maintenance on the two 75 hp and one 25 hp influent pumps.
- Drained and repaired the concrete skim coat on the bottom of clarifier number one.
- Purchased a new articulating loader to load bio-solids at the WWTP, replacing a 1984 tractor.
- Major repairs were completed at the WWTP, which included an influent pump and the filter screen.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2014-15

- None

FULL-TIME EQUIVALENT POSITIONS

Position	Adopted 2012-13	Adopted 2013-14	Adopted 2014-15	Proposed 2015-16
Public Works Director	0.08	0.08	0.08	0.08
Administrative Aide	0.05	0.05	0.05	0.12
Clerical Assistant	0.07	0.07	0.07	-
City Engineer	-	-	-	-
Fleet & Facilities Manager	0.05	0.05	0.05	0.05
WW Treatment Plant Supervisor	1.00	1.00	1.00	1.00
Utility Maintenance Workers	2.05	2.05	3.05	3.05
Regular Part Time Worker	-	0.50	-	-
	<u>3.30</u>	<u>3.80</u>	<u>4.30</u>	<u>4.30</u>

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2012	Actual 2013	Actual 2014	Estimate 2015	Projection 2016
Meet EPA's & DEQ's treatment and discharge standards	Gallons treated per year (million gallons)	989.1	553.3	848.7	850.0	855.0
	Dry tons of bio-solids disposed	166	133	201.5	195	205
	Permit violations	0	0	0	0	0



DID YOU KNOW?

Wastewater Treatment Facts:

- The Wastewater Treatment Plant is an activated sludge process. The plant is designed to reduce pollutant discharges, thermal loading, and nutrients to the Coast Fork Willamette River, which impact the ecology of the stream by reducing dissolved oxygen. The plant was designed and operates under a DEQ permit to allow summer discharges to be used as reuse irrigation water on the Middlefield Golf Course and other identified sites.
- Additional treatment parameters including reductions in phosphorous, ammonia, temperature and chlorine levels have been added to the City's discharge permit.
- To protect the environment, reduce the potential for treatment failures resulting in fines and to improve maintenance schedules the WWTP has redundancy in digestion, secondary clarification, disinfection and residual processing.
- The plant's wet weather hydraulic capacity is 13 million gallons/day (MGD).
- Typical WWTP dry weather flow = 1.0 million gallons/day
- WWTP design flow – 2.0 million gallons/day
- WWTP peak wet weather flow – approximately 13 million gallons/day for a 2 day period.
- The treatment plant has been designed for the City's anticipated needs through the year 2025.



Repairs to the concrete skin coat on the bottom of clarifier number one.

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

**302 WASTEWATER FUND
302-324 WASTEWATER TREATMENT PLANT**

			2015-16			
2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
PERSONAL SERVICES						
7,077	7,200	7,345	60400 PUBLIC WORKS DIRECTOR - 0.08 FTE	7,420	7,420	7,420
2,223	2,199	2,310	60410 ADMINISTRATIVE AIDE - 0.12 FTE	5,330	5,330	5,330
2,803	2,786	2,910	60420 CLERICAL ASSISTANT - 0.0 FTE	0	0	0
3,475	3,502	3,580	60450 FLEET & FACILITIES MANAGER - 0.05 FTE	3,615	3,615	3,615
67,128	68,376	69,650	60470 WW TREATMENT PLANT SUPERVISOR - 1.0 FTE	70,340	70,340	70,340
104,910	105,261	156,885	60480 UTILITY MAINTENANCE WORKER - 3.05 FTE	158,380	158,380	158,380
3,664	2,671	4,000	61100 OVERTIME	4,000	4,000	4,000
5,316	3,833	7,515	62010 WORKERS' COMPENSATION	8,295	8,295	8,295
1,429	1,425	2,065	62020 UNEMPLOYMENT	1,310	1,310	1,310
14,088	14,427	18,870	62030 FICA	19,055	19,055	19,055
146	136	175	63010 LIFE INSURANCE	175	175	175
33,619	34,084	49,945	63020 RETIREMENT	45,320	45,320	45,320
961	923	1,375	63030 DISABILITY INSURANCE	1,385	1,385	1,385
61,747	63,224	95,080	63040 HEALTH INSURANCE	100,350	100,350	100,350
308,586	310,046	421,705	TOTAL PERSONAL SERVICES	424,975	424,975	424,975
MATERIALS AND SERVICES						
996	4,992	4,000	71000 CONTRACTUAL SERVICES	9,000	9,000	9,000
615	368	1,000	71210 CLOTHING ALLOWANCE	1,000	1,000	1,000
96,471	92,128	100,000	71500 ELECTRICITY	100,000	100,000	100,000
7,110	7,475	7,500	71520 TELEPHONE	7,500	7,500	7,500
366	471	500	71530 NATURAL GAS	500	500	500
3,495	5,604	5,500	71540 FUEL & LUBRICANTS	5,500	5,500	5,500
1,087	660	1,200	71700 BUILDING MAINT. & REPAIR	1,200	1,200	1,200
25,201	20,096	23,000	71710 EQUIPMENT MAINT. & REPAIR	23,000	23,000	23,000
814	0	500	71720 VEHICLE MAINT. & REPAIR	500	500	500
1,087	123	1,000	72100 MINOR EQUIPMENT & TOOLS	1,000	1,000	1,000
1,569	1,223	2,000	72120 EQUIPMENT RENTAL & LEASE	2,000	2,000	2,000
12,855	12,510	15,000	72400 LAB TESTS & SUPPLIES	17,500	17,500	17,500
70,652	70,527	75,000	72410 TREATMENT CHEMICALS	75,000	75,000	75,000
44,933	40,310	52,000	72430 BIOSOLIDS DISPOSAL	58,000	58,000	58,000
262	479	500	72600 CLEANING SUPPLIES	500	500	500
1,258	7,833	4,000	73600 MISC. SUPPLIES & EXPENSE	4,000	4,000	4,000
268,771	264,799	292,700	TOTAL MATERIALS AND SERVICES	306,200	306,200	306,200
577,357	574,845	714,405	TOTAL EXPENDITURES	731,175	731,175	731,175

FUND: ENTERPRISE**FUND/DEPARTMENT #: 302-326****DEPARTMENT: MIDDLEFIELD GOLF COURSE****OVERVIEW**

Middlefield Golf Course is a beautiful, 18-hole, 5002 yard, par 67 executive public golf course that is surrounded by mature landscaping and the beautiful Row River. The budget provides for the operation, maintenance and promotion of this course. The reason for the purchase of the course in 2006 was to use reclaimed water from the wastewater treatment plant for irrigation during the summer months to avoid additional costly treatment requirements to discharge into the river. The reclaimed water also provides valuable nutrients to the plants. The golf course is operated as a part of the Wastewater Treatment system.

OPERATIONAL OBJECTIVES

- Provide operation, maintenance and improvements to Middlefield Golf Course.
- Enhance the usage of Middlefield Golf Course and sales at in the Pro shop.
- Provide training of employees to enhance the operation, maintenance and any improvements.

BUDGET YEAR OBJECTIVES

- Irrigate with reuse water from Wastewater Treatment Plant.
- Expand usage the play of traditional golf and Soccer Golf.
- Increase profit margins of Pro shop and Deli.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2014-2015

- Hosted 14 community golf tournaments.
- Hosted Cottage Grove and Creswell high school golf teams for practice and tournaments.
- Installed Soccer Golf course.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2014-2015

- None

FULL-TIME EQUIVALENT POSITIONS

	Adopted 2011-12	Adopted 2012-13	Adopted 2013-14	Adopted 2014-15	Proposed 2015-16
Community Services Director	.15	.15	.15	.15	.15
Pro Shop Manager	1.00	1.00	1.00	1.00	1.00
Pro Shop Assistant	1.50	1.45	1.45	1.45	1.45
Golf Course Superintendent	1.00	1.00	1.00	1.00	1.00
Golf Course Assist. Super. /Mechanic	.67	.69	0	0	0
Groundskeeper Temporary Worker	.40	0	0	0	0
Groundskeeper Reg. Part-Time Worker	2.83	2.21	2.77	3.00	2.77
Total FTE	7.55	6.5	6.37	6.6	6.37

PERFORMANCE MEASUREMENTS

Strategy	Measure	Calendar Year Actual 2011	Calendar Year Actual 2012	Calendar Year Actual 2013	Calendar Year Actual 2014
Use reuse water for irrigation purposes	Number of gallons applied	0	350,000	425,000	450,000
Provide facility for community golf programs and tournaments annually	No.of tournaments	18	15	13	14
	No. of annual memberships	60	85	85	90
	Weekday Rounds	5,939	6,319	5,415	5,324
	Weekend Rounds	4,766	4,694	5,061	3,572
	Member Rounds	6,868	6,765	7,747	7,712
	Comp. Rounds	1,221	1,189	893	904
	Total Rounds	18,794	18,967	19,116	17,512
	Attendance at Golf Camp	30	30	30	30
	No. of High School Golf Events	13	13	5	9
		Actual 2010-11	Actual 2011-12	Actual 2012-13	Actual 2013-14
Increase Sales to support operations & maintenance	Clubs/Cart rental	\$ 48,214	\$ 48,401	\$ 48,144	\$ 48,474
	Deli Shop revenue	\$ 41,052	\$ 41,529	\$ 38,190	\$ 36,523
	Pro Shop revenue	\$ 24,952	\$ 23,534	\$ 32,609	\$ 43,291
		\$ 114,218	\$ 113,464	\$ 118,943	\$ 128,288



City of Cottage Grove
Fiscal Year 2015-16 Budget

302 WASTEWATER FUND
302-326 MIDDLEFIELD GOLF COURSE

2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	DESCRIPTION	2015-16		
				PROPOSED	APPROVED	ADOPTED
PERSONAL SERVICES						
11,109	11,474	11,900	60475 COMMUNITY SERVICES DIRECTOR - 0.15 FTE	12,050	12,050	12,050
40,992	43,146	44,655	60476 GOLF SHOP MANAGER - 1.0 FTE	44,435	44,435	44,435
31,888	27,529	29,585	60477 GOLF SHOP ASSISTANT - 1.45 FTE	29,830	29,830	29,830
55,176	54,838	57,235	60478 GOLF COURSE SUPERINTENDENT - 1.0 FTE	57,810	57,810	57,810
12,961	0	0	60479 GOLF COURSE ASSIST SUPER/MECHANIC - 0 FTE	0	0	0
16,016	0	0	61000 GROUNDSKEEPER-SEASONAL WORKER - 0 FTE	0	0	0
23,646	48,951	59,105	61010 GROUNDSKEEPER/REGULAR PART-TIME WORKER - 2.77 FTE	55,225	55,225	55,225
0	0	400	61100 OVERTIME	400	400	400
2,762	1,436	2,430	62010 WORKERS' COMPENSATION	2,590	2,590	2,590
1,456	1,216	1,625	62020 UNEMPLOYMENT	1,000	1,000	1,000
14,662	14,298	15,520	62030 FICA	15,280	15,280	15,280
92	88	95	63010 LIFE INSURANCE	95	95	95
18,439	18,994	28,145	63020 RETIREMENT	16,945	16,945	16,945
626	575	665	63030 DISABILITY INSURANCE	665	665	665
34,145	35,001	35,800	63040 HEALTH INSURANCE	37,760	37,760	37,760
263,970	257,546	287,160	TOTAL PERSONAL SERVICES	274,085	274,085	274,085
MATERIALS AND SERVICES						
5,090	6,494	4,500	70030 ADVERTISING	4,500	4,500	4,500
2,536	948	2,500	71000 CONTRACTUAL SERVICES	5,000	5,000	5,000
764	2,674	700	71020 LICENSES & PERMITS	700	700	700
434	232	750	71210 CLOTHING ALLOWANCE	1,000	1,000	1,000
33,529	21,506	32,800	71500 ELECTRICITY	28,000	28,000	28,000
6,010	5,775	7,500	71520 TELEPHONE	7,500	7,500	7,500
0	1,027	1,200	71530 NATURAL GAS	1,200	1,200	1,200
15,060	14,397	18,000	71540 FUEL & LUBRICANTS	16,000	16,000	16,000
1,876	3,627	2,500	71700 BUILDING MAINT. & REPAIR	3,500	3,500	3,500
17,125	19,538	17,500	71710 EQUIPMENT MAINT. & REPAIR	25,000	25,000	25,000
934	56	800	71720 VEHICLE MAINT. & REPAIR	800	800	800
621	78	1,200	72000 COMPUTER SERVICE & SUPPLIES	1,200	1,200	1,200
746	152	600	72010 OFFICE SUPPLIES	600	600	600
0	0	200	72030 BOOKS, MAPS & PERIODICALS	200	200	200
1,154	2,187	2,000	72100 MINOR EQUIPMENT & TOOLS	2,000	2,000	2,000
205	0	1,000	72120 EQUIPMENT RENTAL & LEASE	1,000	1,000	1,000
270	51	1,500	72200 LANDSCAPING SUPPLIES	1,500	1,500	1,500
2,152	1,664	4,500	72320 IRRIGATION PARTS & SUPPLIES	4,500	4,500	4,500
17,227	20,894	20,000	72330 SUPPLIES/PRO SHOP INVENTORY	20,000	20,000	20,000
23,990	22,596	22,000	72340 SUPPLIES/DELI FOOD	22,000	22,000	22,000
13,565	8,629	15,000	72430 CHEMICALS	15,000	15,000	15,000
1,274	1,282	1,500	72600 CLEANING SUPPLIES	1,500	1,500	1,500
4,468	3,744	6,500	7300 SOIL/SAND/GRAVEL	6,500	6,500	6,500
7,813	7,954	6,000	73600 MISC. SUPPLIES & EXPENSE	6,000	6,000	6,000
3,030	3,559	3,600	74100 PROFESSIONAL ASSOC. DUES	3,600	3,600	3,600
368	780	1,200	74200 EDUCATION & REGISTRATION FEES	1,200	1,200	1,200
422	608	1,750	74210 TRAVEL & SUBSISTENCE	1,750	1,750	1,750
646	354	1,000	76000 ANIMAL CONTROL	1,000	1,000	1,000
161,309	150,805	178,300	TOTAL MATERIALS AND SERVICES	182,750	182,750	182,750
425,279	408,351	465,460	TOTAL EXPENDITURES	456,835	456,835	456,835



FUND: ENTERPRISE

FUND/DEPARTMENT #: 302-395

DEPARTMENT: WASTEWATER NON-DEPARTMENTAL

OVERVIEW

The Wastewater Non-Departmental budget accounts for expenditures that are common to all Wastewater Fund activities. Those include costs for audit, insurance, postage, administrative charges, education, professional organization costs, medical tests, operations engineering support and other general wastewater fund expenses.

OPERATIONAL OBJECTIVES

- Annual fees are paid from this fund as it relates to the City's NPDES Permit.
- Pays dues for membership in the Oregon Association of Clean Water Agencies.
- Training is provided for full-time employees that conduct the activities of the wastewater utility.
- Fees are paid from this fund for wastewater operator and wastewater collections certification testing, licensing, and renewal.
- Funds portion of utility billing printing and mailing costs.
- Funds publication and postage fees for the mailing of special reports to the public.
- Pays allotment for administrative and general engineering services as well any outstanding debt service.

BUDGET YEAR OBJECTIVES

- To continue to support the activities of the Wastewater Fund.

City of Cottage Grove
Fiscal Year 2015-16 Budget

302 WASTEWATER FUND
302-395 NON-DEPARTMENTAL

2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	DESCRIPTION	2015-16		
				PROPOSED	APPROVED	ADOPTED
			MATERIALS & SERVICES			
0	76	600	70030 ADVERTISING	600	600	600
3,692	4,195	3,680	70100 AUDIT EXPENSE	4,340	4,340	4,340
32,389	39,630	49,600	70400 INSURANCE & BONDS	46,335	46,335	46,335
600	412	1,000	71000 CONTRACTURAL SERVICES	1,000	1,000	1,000
186	79	250	71600 POSTAGE	250	250	250
3,549	5,063	5,000	71610 UTILITY BILLING POSTAGE	5,000	5,000	5,000
3,106	1,968	6,500	72000 COMPUTER PROGRAMS & SUPPLIES	6,500	6,500	6,500
1,035	1,134	1,100	72010 OFFICE SUPPLIES	1,100	1,100	1,100
0	0	100	72030 BOOKS, MAPS & PERIODICALS	100	100	100
6,965	7,156	7,500	73220 NDPES DISCHARGE PERMIT	7,600	7,600	7,600
50	105	1,000	74000 PROGRAM FEES & DUES	1,000	1,000	1,000
1,381	1,834	2,000	74100 PROFESSIONAL ASSOCIATION DUES	2,000	2,000	2,000
2,535	1,616	3,000	74200 EDUCATION & REGISTRATION FEES	3,000	3,000	3,000
691	479	1,000	74210 TRAVEL & SUBSISTENCE	1,000	1,000	1,000
300	354	500	74300 EMPLOYEE MEDICAL EXAMS & TESTS	500	500	500
1,020	935	1,000	76010 RODENT CONTROL	1,000	1,000	1,000
0	0	300	76133 WATERSHED COUNCIL	300	300	300
17,210	77,440	77,080	79900 ADMINISTRATION CHARGES	70,870	70,870	70,870
5,000	20,000	20,000	79910 ENGINEERING SERVICE FEES	20,000	20,000	20,000
79,709	162,477	181,210	TOTAL MATERIALS & SERVICES	172,495	172,495	172,495
			DEBT SERVICE			
0	1,718	1,695	90110-081 LOAN PAYMENT - PERS UAL	1,785	1,785	1,785
0	40,000	40,000	90110-091 LOAN PAYMENT - LOCAP GOLF	40,000	40,000	40,000
0	14,763	15,520	90110-092 LOAN PAYMENT - GOLF & HOUSE	16,310	16,310	16,310
0	8,436	8,770	90111-083 LOAN INTEREST PAYMENT - PERS UAL	9,290	9,290	9,290
0	22,918	24,040	90111-093 LOAN INTEREST PAYMENT - LOCAP GOLF	22,640	22,640	22,640
0	15,250	14,500	90111-094 LOAN INTEREST PAYMENT - GOLF & HOUSE	13,705	13,705	13,705
0	0	55	90115 LOAN TRUSTEE FEES	55	55	55
0	19	0	90116 LOCAP ADMINISTRATION FEE	20	20	20
0	103,105	104,580	TOTAL DEBT SERVICE	103,805	103,805	103,805
			TRANSFERS			
73,553	0	0	90217 TRANSFER TO DEBT SERVICE	0	0	0
73,553	0	0	TOTAL TRANSFERS	0	0	0
0	0	85,670	99000 CONTINGENCY	213,845	213,845	213,845
201,838	266,797	0	99020 ENDING BALANCE	0	0	0
355,100	532,379	371,460	TOTAL EXPENDITURES	490,145	490,145	490,145
1,658,000	1,811,877	1,885,285	TOTAL WASTEWATER FUND EXPENDITURES	2,015,660	2,015,660	2,015,660

DEPARTMENT: STORM DRAIN UTILITY**OVERVIEW**

The primary responsibility of the Storm Drainage Utility Fund is to collect and convey storm water through the storm drainage system to various river outfalls. The storm drainage system has approximately 30.85 miles of storm drain lines ranging in size from 4 inches to 66 inches in diameter. The system also contains several open channels and drainage ditches.

DEPARTMENT OPERATIONAL OBJECTIVES

- Complete minor repairs to the system infrastructure
- Clean storm drainage mainlines, catch basins, inlets and drainage channels
- Respond to underground locate requests and identify underground utilities

BUDGET YEAR OBJECTIVES

- Replace several sections of storm drainage mainline that have caused excessive maintenance problems.
- Keep inlets and catch basins clear of debris so storm water can enter the system efficiently.
- Separate cross connections (storm water connected to sanitary sewer) when possible and reconnect to appropriate system.
- Increase maintenance and line cleaning efforts for the storm drainage system.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2014-15

- Maintained storm drainage system, including annual cleaning of all catch basins within the City.
- Investigated flooding complaints and repaired as necessary.
- Relocated the municipal storm drainage main lines prior to excavation work being performed.
- Storm Drain improvements were bid and construction started at South 7th, Harrison, and South 8th.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2014-15

- Follow adopted 5 year utility rate plan and increase storm drain utility rates from \$3.23 per equivalent service unit (ESU) to \$3.37 per ESU. The rate increase is necessary to begin preparations to comply with additional Federal regulations when the City's population reaches 10,000.
- Paying for Fund's allotment for general engineering services.
- Reallocate personnel between various funds.

FULL-TIME EQUIVALENT POSITIONS				
Position	Adopted 2012-13	Adopted 2013-14	Adopted 2014-15	Proposed 2015-16
Utilities Clerk	0.05	0.05	0.05	0.05
Finance Clerk	0.07	0.07	0.05	0.05
Public Works Director	0.07	0.07	0.07	0.07
Administrative Aide	0.05	0.05	0.05	0.13
Clerical Assistant	0.08	0.08	0.08	-
Permit Specialist	-	-	-	-
City Engineer	0.05	0.08	0.08	0.08
Utilities Maint. Supervisor	0.08	0.10	0.10	0.10
Fleet & Facilities Manager	0.08	0.08	0.08	0.08
Utility Maintenance Worker	1.36	1.36	1.36	1.36
Temporary Worker	-	-	-	-
	1.89	1.94	1.92	1.92

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2010-11	Actual 2011-12	Actual 2012-13	Actual 2013-14
Provide an effective conveyance of storm water	No. of service requests evaluated	12	20	11	15
	No. of plugged storm mains	3	5	6	8
	Number of drainage channels cleaned	14	22	23	25



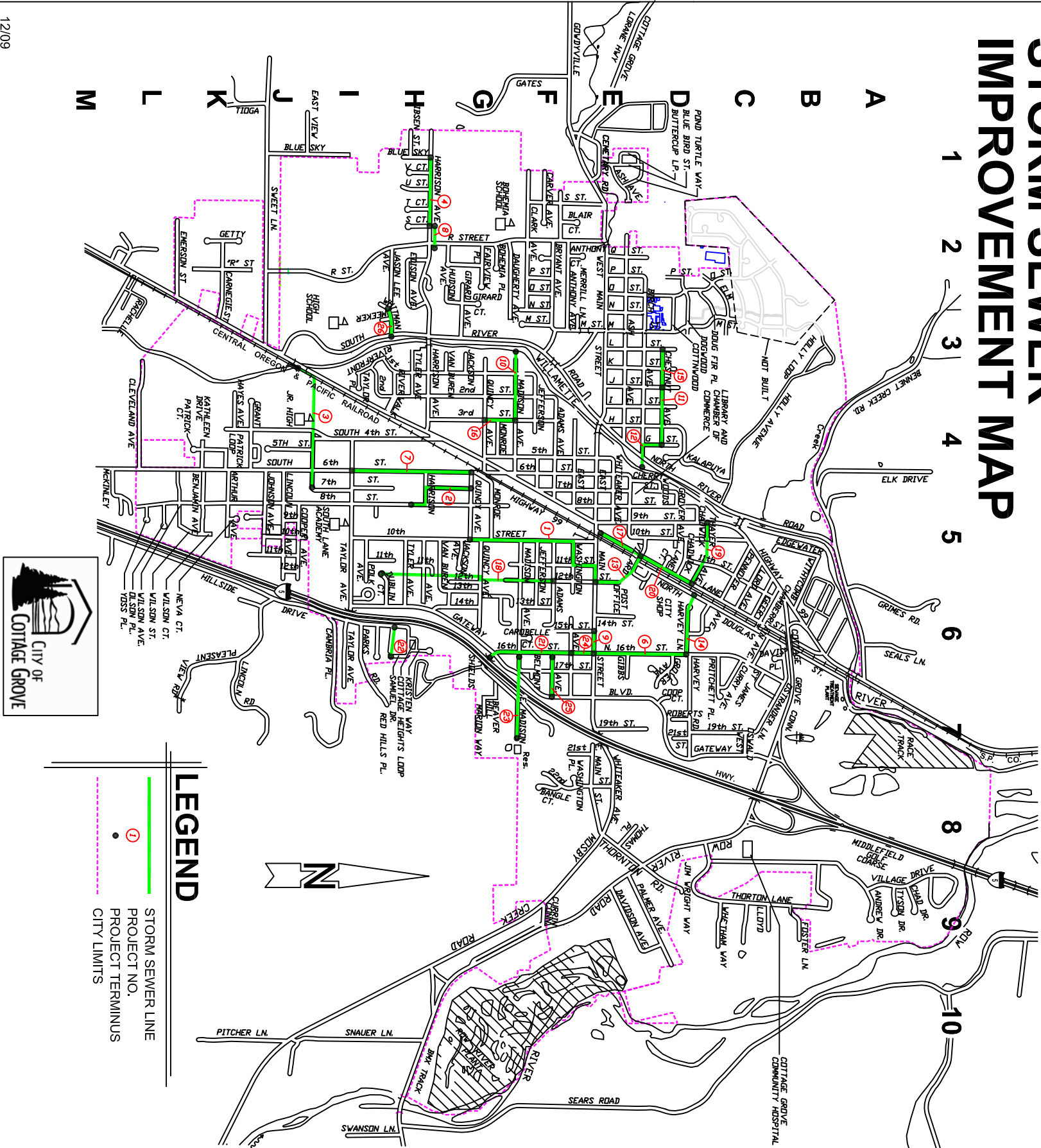
DID YOU KNOW?

Storm Drainage Facts:

- The Department maintains approximately 30.85 miles of storm drainage lines.
- The Department cleans and maintains approximately 600 catch basins.
- The Department responded to approximately 715 locate requests to locate the municipal lines prior to excavation work being performed.
- Average rainfall in Cottage Grove is 46 inches.



STORM SEWER
IMPROVEMENT MAP



12/09

STORM DRAINAGE PROJECTS
PROJECTED CAPITAL IMPROVEMENT NEEDS

Map No.	Project	Total Costs (4/2010 \$)	Map No.	Project	Total Costs (4/2010 \$)
1	Along 10th St. & Washington Ave. between Quincy Ave. & Main St. Completed FY 12-13	0	14	Along Harvey Rd. between N. 16th and Hwy. 99	596,300
2	Along S. 8th St. between Harrison Ave. & Quincy Ave. Completed FY 14-15	0	15	Along Chestnut between N. "L" St. and N. "J" St.	182,900
3	Along Fillmore Ave. between S. 8th St. and Hwy. 99	972,900	16	Along S. 2nd St. between Quincy Ave. and Madison Ave. Completed FY 13-14	0
4	Along Harrison Ave. between Blue Sky Drive and S. "S" St.	351,900	17	Along Hwy. 99 from Whiteaker Ave. to Villard Ave.	436,400
5	Along Quincy Ave. between S. 8th St. and S. 10th St. Completed FY 11-12	0	18	Along S. 12th St. between Dublin and Adams Ave.	1,538,200
6	Along N. 16th St. between Main St. & Harvey Rd.	923,900	19	West of Hwy. 99 from Thayer Ave. N. wards to N. 9th St.	796,000
7	Along S. 6th St. between Taylor Ave. and Quincy Ave.	609,300	20	Along Hwy. 99 from Villard Ave. to Thayer Ave.	275,200
8	Along S. property line of Bohemia School between S. "S" St. and about 135 feet east of S. "R" St.	195,500	21	Along S. 16th St. from I-5/S. 16th to Washington Ave.	365,600
9	Along Main St. between 15th St. and 16th St.	103,700	22	East of I-5 between Parks Rd. and Shields Cemetery	152,300
10	Along Madison Ave. from S. 3rd St. to Coast Fork of Willamette River	449,600	23	Along E. Madison Ave. from about 850 ft. east of I-5 to S. 16th/Madison Ave.	411,400
11	Along Chestnut between N. "J" St. and N. "G" St.	351,900	24	Along S. 16th between Washington Ave. and Main St.	117,300
12	Along Birch between N. "G" St. and Coast Fork of Willamette River	216,300	25	Along Adams Ave. between Gateway Blvd. and S. 16th St.	274,200
13	East of I-5 from Main/12th St. to Villard Ave.	796,000	26	Along Jason Lee Ave. from Whitman Biv. to the Coast Fork of Willamette River	316,100
PROJECT IDENTIFIED ON MASTER PLAN BUDGETED THIS FISCAL YEAR			N. Regional Park Ditch Cleaning Miscellaneous Projects		481,300 1,100,000

TOTAL OF ESTIMATED COSTS NOT FUNDED – \$12,014,200



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

402-420 STORM DRAIN UTILITY

2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	DESCRIPTION	2015-16		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
35,949	80,203	102,685	41010 CARRYOVER	141,520	141,520	141,520
246,348	252,754	264,900	45050 STORM DRAINAGE FEES	287,125	286,060	286,060
268	465	125	53200 INTEREST INCOME	125	125	125
463	710	400	54010 CREDIT BUREAU	200	200	200
939	205	200	54060 MISCELLANEOUS REVENUE	100	100	100
283,967	334,337	368,310	TOTAL REVENUE	429,070	428,005	428,005
EXPENDITURES						
PERSONAL SERVICES						
2,002	2,091	2,080	60240 UTILITIES CLERK - 0.05 FTE	1,685	1,685	1,685
1,929	1,257	1,630	60250 FINANCE CLERK - 0.05 FTE	2,300	2,300	2,300
6,192	6,300	6,425	60400 PUBLIC WORKS DIRECTOR - 0.07 FTE	6,490	6,490	6,490
2,223	2,199	2,310	60410 ADMINISTRATIVE AIDE - 0.13 FTE	5,760	5,760	5,760
3,204	3,184	3,325	60420 CLERICAL ASSISTANT - 0.0 FTE	0	0	0
6,120	6,047	6,325	60430 CITY ENGINEER - 0.08 FTE	6,390	6,390	6,390
6,805	6,778	7,060	60440 UTILITIES MAINT. SUPERVISOR - 0.10 FTE	7,135	7,135	7,135
5,519	5,603	5,725	60450 FLEET & FACILITIES MANAGER - 0.08 FTE	5,780	5,780	5,780
69,472	70,584	73,775	60480 UTILITY MAINTENANCE WORKER - 1.36 FTE	75,250	75,250	75,250
124	166	900	61100 OVERTIME PAY	900	900	900
3,099	2,110	3,510	62010 WORKERS' COMPENSATION	3,900	3,900	3,900
788	724	880	62020 UNEMPLOYMENT RESERVE	560	560	560
7,685	7,848	8,380	62030 FICA	8,545	8,545	8,545
83	77	80	63010 LIFE INSURANCE	80	80	80
17,898	17,892	22,440	63020 RETIREMENT	20,575	20,575	20,575
545	501	605	63030 DISABILITY INSURANCE	625	625	625
33,220	33,798	39,385	63040 HEALTH INSURANCE	42,410	42,410	42,410
166,909	167,160	184,835	TOTAL PERSONAL SERVICES	188,385	188,385	188,385
MATERIALS & SERVICES						
586	5,415	515	70100 AUDIT EXPENSE	630	630	630
1,147	1,415	1,800	70400 INSURANCE & BONDS	4,430	4,430	4,430
746	2,227	2,500	71000 CONTRACTUAL SERVICES	2,500	2,500	2,500
658	416	1,000	71500 ELECTRICITY	1,000	1,000	1,000
1,767	1,573	2,000	71520 TELEPHONE	2,000	2,000	2,000
662	717	1,000	71530 NATURAL GAS	1,000	1,000	1,000
2,506	2,257	2,850	71540 FUEL & LUBRICANTS	2,850	2,850	2,850
354	376	500	71560 COMMUNICATIONS SERVICE	500	500	500
0	0	100	71600 POSTAGE	100	100	100
1,586	1,863	1,850	71610 UTILITY BILLING POSTAGE	1,850	1,850	1,850
312	105	500	71700 BUILDING MAINT. & REPAIR	500	500	500
1,894	2,525	2,500	71710 EQUIPMENT MAINT. & REPAIR	2,500	2,500	2,500
566	294	800	71720 VEHICLE MAINT. & REPAIR	800	800	800
262	34	3,500	72000 COMPUTER SERVICE & SUPPLIES	3,500	3,500	3,500
81	49	100	72010 OFFICE SUPPLIES	100	100	100
702	503	1,500	72100 MINOR EQUIPMENT & TOOLS	1,500	1,500	1,500
0	0	1,000	72120 EQUIPMENT RENTAL & LEASE	1,000	1,000	1,000
51	104	100	72600 CLEANING SUPPLIES	100	100	100
891	1,282	2,000	73000 SAND & GRAVEL	2,000	2,000	2,000
449	574	2,000	73010 ASPHALT & CONCRETE	2,000	2,000	2,000
0	535	1,000	73200 SEWER PIPE	1,000	1,000	1,000
1,707	1,775	1,800	73600 MISCELLANEOUS SUPPLIES	1,800	1,800	1,800
0	0	1,100	74000 PROGRAM FEES AND DUES	1,100	1,100	1,100
17,475	15,495	15,925	79900 ADMINISTRATION FEES	19,570	19,570	19,570
0	20,000	20,000	79910 ENGINEERING FEES	20,000	20,000	20,000
34,402	59,534	67,940	TOTAL MATERIALS & SERVICES	74,330	74,330	74,330

City of Cottage Grove
Fiscal Year 2015-16 Budget

402-420 STORM DRAIN UTILITY

2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	DESCRIPTION	2015-16		
				PROPOSED	APPROVED	ADOPTED
			DEBT SERVICE			
0	408	405	90110-081 LOAN PAYMENT - PERS UAL	425	425	425
0	2,002	2,085	90111-083 LOAN INTEREST PAYMENT - PERS UAL	2,205	2,205	2,205
0	0	15	90115 LOAN TRUSTEE FEES	15	15	15
0	2,409	2,505	TOTAL DEBT SERVICE	2,645	2,645	2,645
2,265	0	0	90217 TRANSFER TO DEBT SERVICE	0	0	0
0	0	0	90236 TRANSFER TO STORM DRAINAGE RESERVE	100,000	100,000	100,000
0	0	113,030	99000 CONTINGENCY	63,710	62,645	62,645
80,391	105,233	0	99020 ENDING BALANCE	0	0	0
283,967	334,337	368,310	TOTAL EXPENDITURES	429,070	428,005	428,005

FUND: ENTERPRISE

FUND/DEPARTMENT #: 502-520

DEPARTMENT: INDUSTRIAL PARK FUND

OVERVIEW

The Industrial Park Operations Fund is set up to administer the development and sale or lease of industrial lots that were created by the City in the late 1990's. The fund receives revenues from the sale or leases of land. Expenditures are made to maintain those properties owned by the City, for maintenance of the wetland located on the easterly portion of the industrial park, and for paying the debt for the development of the industrial park.

DEPARTMENT OPERATIONAL OBJECTIVES

- Sell the properties still in City ownership (lots 1, 2, 4, & 13).
- Monitor sale agreements for monthly and final payments.

BUDGET YEAR OBJECTIVES

- Work closely with Cottage Grove Community Development Corporation, Chamber of Commerce, Lane county, and the State of Oregon to market available space within the park.
- Continue to make payments from reserves and revenue when lots are sold for outstanding debt, not paying any portion in full until adequate funds to cover all debt is acquired.
- Maintenance of Fund Balance to cover debt service costs in event of a down year.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2014-15

- Continuing marketing the property available, including listing on Oregon Prospector web site at the Oregon Business Development Department and coordination with the Community Development Corporation.
- Working with realtor selling old SidePockets building. A sale will likely be announced within the next month.



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

502-520 INDUSTRIAL PARK OPERATIONS

2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	DESCRIPTION	2015-16		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
347,816	241,103	141,000	41010 CARRYOVER	92,150	92,150	92,150
1,520	705	600	53200 INTEREST INCOME	300	300	300
0	0	0	54300 SALE OF PROPERTY	0	0	0
	0	0	54060 MISCELLANEOUS REVENUE	0	0	0
349,336	241,808	141,600	TOTAL REVENUE	92,450	92,450	92,450
EXPENDITURES						
MATERIAL & SERVICES						
1,698	1,575	575	70100 AUDIT EXPENSE	290	290	290
1,457	635	42,510	71000 CONTRACTUAL SERVICES	75	75	75
313	326	500	71500 ELECTRICITY	500	500	500
0	0	10,000	73600 MISCELLANEOUS SUPPLIES	505	505	505
1,380	3,375	388	79900 ADMINISTRATIVE FEE	475	475	475
4,848	5,911	53,973	TOTAL MATERIALS & SERVICES	1,845	1,845	1,845
DEBT SERVICE						
53,257	0	0	90110-074 LOAN PRINCIPAL	0	0	0
50,128	0	0	90111-077 LOAN INTEREST	0	0	0
0	65,000	55,000	90110-075 LOAN PRINCIPAL - LOCAP	60,000	60,000	60,000
0	31,181	32,600	90111-079 LOAN INTEREST - LOCAP	30,575	30,575	30,575
0	27	27	90116 LOCAP ADMINISTRATIVE FEE	30	30	30
103,385	96,208	87,627	TOTAL DEBT SERVICE	90,605	90,605	90,605
0	0	0	99000 CONTINGENCY	0	0	0
0	0	0	99010 UNAPPROPRIATED ENDING BAL.	0	0	0
0	0	0	99012 RESERVED FOR FUTURE EXPENDITURE	0	0	0
241,104	139,689	0	99020 ENDING BALANCE			
349,336	241,808	141,600	TOTAL EXPENDITURES	92,450	92,450	92,450