

**CITY OF COTTAGE GROVE**

**ENTERPRISE FUNDS BUDGET SUMMARY**

<b>FUND/DEPARTMENT</b>	<b>FY2010-11 ACTUAL</b>	<b>FY2011-12 ACTUAL</b>	<b>FY2012-13 ACTUAL</b>	<b>FY2013-14 BUDGET</b>	<b>FY2014-15 ADOPTED</b>
Water Fund					
Water Distribution	642,073	691,310	751,030	892,580	905,760
Water Production	474,888	487,270	513,438	566,665	573,635
Non-Departmental	640,307	253,217	234,422	404,535	729,710
Total Water Fund	1,757,268	1,431,797	1,498,890	1,863,780	2,209,105
Wastewater Fund					
Wastewater Collection	324,274	353,454	300,264	330,350	333,960
Wastewater Treatment Plant	488,450	568,550	577,357	631,995	714,405
Middlefield Golf Course	420,242	439,471	425,279	450,365	465,460
Non-Departmental	398,896	255,055	153,262	288,510	371,460
Total Wastewater Fund	1,631,862	1,616,530	1,456,162	1,701,220	1,885,285
Storm Drain Utility Fund	264,521	176,516	203,576	274,040	368,310
Industrial Park Operations Fund	645,205	465,655	349,336	241,700	141,600
<b>Total Enterprise Funds</b>	<b>4,298,856</b>	<b>3,690,498</b>	<b>3,507,964</b>	<b>4,080,740</b>	<b>4,604,300</b>



**City of Cottage Grove  
Fiscal Year 2014-15 Budget**

**202-000 WATER FUND  
REVENUE**

2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	DESCRIPTION	2014-15		
				PROPOSED	APPROVED	ADOPTED
436,586	430,119	338,805	41010 CARRYOVER	561,745	561,745	561,745
			CHARGES FOR SERVICES			
1,359,025	1,504,855	1,483,375	45010 SALE OF WATER	1,603,110	1,603,110	1,603,110
38,879	41,657	30,000	45020 SERVICE CONNECTION FEES	30,000	30,000	30,000
4,030	10,642	3,500	45030 INSTALLATION FEES	3,500	3,500	3,500
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
1,401,934	1,557,154	1,516,875	TOTAL CHARGES FOR SERVICES	1,636,610	1,636,610	1,636,610
2,369	2,460	1,500	53200 INTEREST INCOME	1,500	1,500	1,500
			MISCELLANEOUS REVENUE			
2,678	3,861	2,000	54010 CREDIT BUREAU	2,000	2,000	2,000
275	125	100	54050 AUCTION PROCEEDS	250	250	250
18,225	11,415	4,500	54060 MISCELLANEOUS REVENUE	7,000	7,000	7,000
21,178	15,401	6,600	TOTAL MISCELLANEOUS REVENUE	9,250	9,250	9,250
<b>1,862,067</b>	<b>2,005,133</b>	<b>1,863,780</b>	<b>TOTAL REVENUE</b>	<b>2,209,105</b>	<b>2,209,105</b>	<b>2,209,105</b>



**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 2013-14**

- Assisted Contractor in connecting the new water line on South 3<sup>rd</sup> 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 2 inch water line under Highway 99 to restore adequate water service to customers on that line.
- 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 2013-14**

- A 4.5% water rate increase is proposed. This increase follows the adopted 5 year utility rate plan.
- Reallocated personnel between various funds.

Position	FULL-TIME EQUIVALENT POSITIONS			
	Adopted 2011-12	Adopted 2012-13	Adopted 2013-14	Proposed 2014-15
Utilities Clerk	0.50	0.53	0.53	0.53
Finance Clerk	0.23	0.25	0.24	0.18
Public Works Director	0.20	0.25	0.25	0.25
Administrative Aide	0.30	0.30	0.35	0.35
Clerical Assistant	0.45	0.48	0.48	0.48
Permit Specialist	0.05		-	-
City Engineer	0.15	0.21	0.21	0.21
Utilities Maint. Supervisor	0.45	0.50	0.50	0.50
Fleet & Facilities Manager	0.35	0.40	0.40	0.40
Utility Maintenance Workers	3.88	4.29	4.29	4.28
	6.56	7.21	7.25	7.18



**Water Line Repair "R" Street – February 19, 2013**

## PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2009-10	Actual 2010-11	Actual 2011-12	Estimate 2012-13
Provide customers high quality drinking water	No. of backflow devices	1,319	1,343	1,370	1,425
	No. of backflow inspections	120	150	120	100
	No. of service requests evaluated	138	142	152	155
	No. of repairs on distribution system	76	132	97	102
Provide contractors and public with pertinent information as it relates to water distribution system	No. of locates	601	553	595	653
	Promotion of "call before you dig" service	√	√	√	√



**Installation of new 8" gate valve at 8th and Main – April 8, 2013**



## 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.
- 400 fire hydrants within the distribution system.
- Approximately 3,802 metered water service connections (3,580 active accounts as of April, 2014 billing and approximately 222 accounts idle).
- 45 fire service connections.
- One pressure regulating station

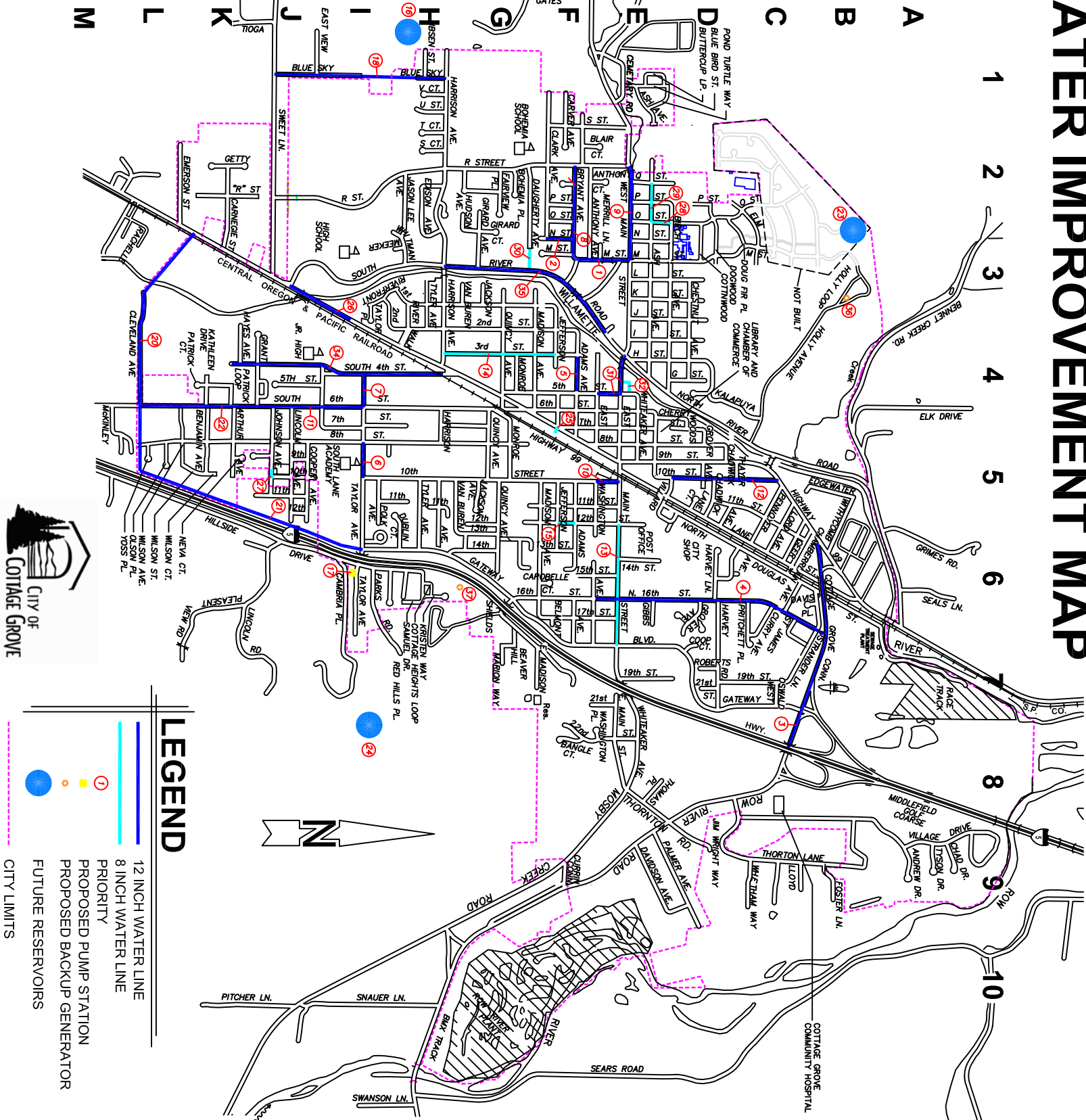
### From July 1, 2013 to May, 2014:

- 142 existing water meters were replaced because they were stopped, fogged, damaged or unable to be read.
- 441 customers were shut-off for non-payment of their bill. Water service was then turned back on when the past due balances were paid.
- 1129 requests to turn water on or off were received from customers.
- 570\* customer leaks were field checked (\* two severe storms).
- There are 1,353 private backflow devices throughout the municipal water system. There are an additional 72 devices on city buildings and parks water services.



WATER IMPROVEMENT MAP

12/09



WATER PROJECTS  
PROJECTED CAPITAL IMPROVEMENT NEEDS

Map No.	Project	Total Costs (4/2010 \$)	Map No.	Project	Total Costs (4/2010 \$)
1	12 inch on "N" St. from Main - Bryant	58,400		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 Corn. From Hwy 99 to Row River Rd.	164,900	19	<del>12" on Sweet Lane from Hwy. 99 to Blue Sky Dr.</del> Completed FY 11-12	0
4	12" on 16th St. from Cottage Grove Corn. 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	<del>Jim's Tire (Replace 2" under Hwy 99)</del>	21,200
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" - "N"	106,700	27	10th St. & Johnson Ave.	5,800
10	<del>12" on 10th St. Washington - Main</del> 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	<del>8" on 3rd St. from Harrison - Jefferson</del> 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	<del>Replace 14 inch transmission main to Schwartz Park</del> Completed FY 11-12	0
16	New 3.1 MGD 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 MGD Reservoir (McFarland Butte)	1,215,500	36	<del>Backup generator at Holly Pump Station</del>	36,900
24	New 1.05 MGD Reservoir (Knox Hill)	1,021,000	37	Backup generator at Landess Pump Station	38,800
	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					



**City of Cottage Grove  
Fiscal Year 2014-15 Budget**

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

2011-12	2012-13	2013-14		2014-15
ACTUAL	ACTUAL	BUDGET	DESCRIPTION	PROPOSED APPROVED ADOPTED
PERSONAL SERVICES				
19,598	21,223	21,755	60240 UTILITIES CLERK - 0.53 FTE	22,020 22,020 22,020
6,314	6,945	8,575	60250 FINANCE CLERK - 0.18 FTE	5,860 5,860 5,860
18,215	22,116	22,670	60400 PUBLIC WORKS DIRECTOR - 0.25 FTE	22,945 22,945 22,945
12,894	13,184	15,715	60410 ADMINISTRATIVE AIDE - 0.35 FTE	15,905 15,905 15,905
17,860	19,221	19,705	60420 CLERICAL ASSISTANT - 0.48 FTE	19,945 19,945 19,945
1,569	0	0	60425 PERMIT SPECIALIST - 0 FTE	0 0 0
11,233	16,065	16,405	60430 CITY ENGINEER - 0.21 FTE	16,600 16,600 16,600
30,024	34,026	34,880	60440 UTILITIES MAINT. SUPERVISOR - 0.50 FTE	35,295 35,295 35,295
23,659	27,635	28,275	60450 FLEET & FACILITIES MANAGER - 0.40 FTE	28,610 28,610 28,610
192,002	217,063	227,120	60480 UTILITY MAINTENANCE WORKERS - 4.28 FTE	232,005 232,005 232,005
272	253	4,800	61100 OVERTIME	4,800 4,800 4,800
10,614	9,914	11,085	62010 WORKERS' COMPENSATION	11,325 11,325 11,325
1,705	2,842	3,200	62020 UNEMPLOYMENT	3,235 3,235 3,235
24,764	28,089	30,595	62030 FICA	30,905 30,905 30,905
284	305	285	63010 LIFE INSURANCE	285 285 285
53,969	63,972	80,250	63020 RETIREMENT	81,255 81,255 81,255
1,627	2,022	2,015	63030 DISABILITY INSURANCE	2,220 2,220 2,220
112,861	128,587	136,950	63040 HEALTH INSURANCE	141,950 141,950 141,950
539,462	613,464	664,280	TOTAL PERSONAL SERVICES	675,160 675,160 675,160
MATERIALS AND SERVICES				
16,806	12,869	20,000	71000 CONTRACTUAL SERVICES	20,000 20,000 20,000
812	867	1,300	71210 CLOTHING ALLOWANCE	1,300 1,300 1,300
17,955	19,259	20,000	71500 ELECTRICITY	22,000 22,000 22,000
8,491	7,556	8,000	71520 TELEPHONE	8,000 8,000 8,000
2,402	2,152	2,500	71530 NATURAL GAS	2,500 2,500 2,500
14,363	14,664	16,000	71540 FUEL & LUBRICANTS	16,000 16,000 16,000
1,417	1,417	1,500	71560 COMMUNICATIONS SERVICE	1,500 1,500 1,500
37	0	0	71600 POSTAGE	0 0 0
2,078	3,246	4,000	71700 BUILDING MAINT. & REPAIR	4,000 4,000 4,000
17,051	15,321	18,300	71710 EQUIPMENT MAINT. & REPAIR	18,300 18,300 18,300
2,424	3,096	7,500	71720 VEHICLE MAINT. & REPAIR	7,500 7,500 7,500
316	0	400	71730 RADIO MAINT. & REPAIR	400 400 400
214	476	500	72000 COMPUTER SERVICE & SUPPLIES	500 500 500
86	187	800	72010 OFFICE SUPPLIES	800 800 800
6,448	3,879	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
529	653	1,000	72400 LAB TESTS & SUPPLIES	1,000 1,000 1,000
725	0	1,000	72410 TREATMENT CHEMICAL	1,000 1,000 1,000
1,553	1,557	1,500	72510 SAFETY EQUIPMENT	1,600 1,600 1,600
1,306	810	1,000	72600 CLEANING SUPPLIES	1,200 1,200 1,200
4,987	4,359	10,000	73000 SAND & GRAVEL	10,000 10,000 10,000
860	719	3,000	73010 ASPHALT & CONCRETE	3,000 3,000 3,000
26,476	22,077	65,000	73100 WATER PIPE & APPURTENACES	65,000 65,000 65,000
5,283	12,240	10,000	73110 HYDRANTS	10,000 10,000 10,000
12,202	5,833	15,000	73120 WATER METERS	15,000 15,000 15,000
7,028	4,331	8,000	73600 MISC. SUPPLIES & EXPENSE	8,000 8,000 8,000
0	0	0	74300 EMPLOYEE MEDICAL EXAMS & TESTS	0 0 0
151,848	137,567	228,300	TOTAL MATERIALS AND SERVICES	230,600 230,600 230,600
691,310	751,030	892,580	TOTAL EXPENDITURES	905,760 905,760 905,760



**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 certifying 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 and contracted consulting firm with completion of the City's first ever Drinking Water Protection Plan for approval by the Oregon Health Authority/DWS.

## MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2013-14

- Hosted tours of water treatment plant facilities to professional & community organizations.
- Staff attended the first ever Northwest Membrane Operator Association annual conference.
- Participated in the local AWWA Cascade to Coast Subsection “Best Tasting Water Contest”.
- All departmental personnel attended various safety training sessions.
- All department personnel attended various training seminars to improve operational skills.
- 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 City’s water rights on the Row River.
- Participated in Harmful Algae Bloom Stake Holders meetings.
- Installed electronic mixers in the finished water storage reservoirs to improve water quality.
- Purchased River Booms for deployment during a hazardous substance spill event.
- Completed installation of a raw water chemical mixing system at the water treatment plant.
- Switched main coagulant at the water treatment plant to Aluminum Chlorohydrate (ACH).
- Replaced electrically damaged raw water 100 horse power pump variable frequency drive.
- Replaced old office and records keeping computers at the water treatment plant.
- Completed installation of a storage day tank and feed system for the Sodium Hypochlorite.
- Installed additional security equipment to the finished water storage reservoirs.
- Upgraded the water treatment plant’s SCADA Ethernet equipment and firmware.
- Assisted consulting engineer with completion of a Radio Study for the WTP’s SCADA system.
- Completed an all-day full load testing of the emergency power generator at the wtp.
- Added additional barrier boulders around the raw water intake structure for security.
- Assisted city staff with the production of the City’s first ever Drinking Water Protection Plan.

## SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2013-14

- No significant changes being proposed.

Position	FULL-TIME EQUIVALENT POSITIONS			
	Adopted 2011-12	Adopted 2012-13	Adopted 2013-14	Proposed 2014-15
Public Works Director	0.15	0.15	0.15	0.15
Administrative Aide	0.05	0.05	0.05	0.05
Clerical Assistant	0.10	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	0.16	0.14	0.27	0.33
	<u>3.61</u>	<u>3.59</u>	<u>3.72</u>	<u>3.78</u>

## PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2011	Actual 2012	Actual 2013	Estimate 2014
Meet EPA's drinking water standards	Potable Water Produced (million gallons per year)	441	442	455	469
	Number of Consumer Confidence Reports mailed	4,337	4,351	4,501	4,636
<b>Number of Sampling &amp; Testing Performed</b>					
Daily: (WTP)					
	Turbidity of filtered water every 4 hours	831	964	1,128	1,162
Daily: (EP)					
	Chlorine residual	365	366	365	365
	pH	365	366	365	365
	Temperature	365	366	365	365
Weekly: (DS)					
	Bacteriological 4 per week	192	212	212	208
	Chlorine residual	192	212	212	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 2011	Actual 2012	Actual 2013	Estimate 2014
Meet EPA's drinking water standards	<b>Number of Sampling &amp; Testing Performed (cont.)</b>				
	Annually: (EP)				
	Nitrate	1	1	1	1
	Volatile Organics - regulated	23	23	23	23
	Volatile Organics - non-regulated	22	22	22	22
	Annually: (DS)				
	Trihalomethanes	4	64	48	32
	Holacetic Acids	5	80	60	40
	Every 3 years: (EP)				
	Synthetic Organic Chemicals	100	Due 2014	Due 2014	100
	Every 3 years: (DS)				
	Lead	Due 2012	40	Due 2015	Due 2015
	Cooper	Due 2012	40	Due 2015	Due 2015
	pH	Due 2012	14	Due 2015	Due 2015
	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	Due 2015
	Radionuclides - Gross Alpha	Due 2015	Due 2015	Due 2015	Due 2015
	Radionuclides - Uranium	Due 2015	Due 2015	Due 2015	Due 2015
	Inorganic Chemicals	20	Due 2020	Due 2020	Due 2020
	Nitrite	1	Due 2020	Due 2020	Due 2020
	Arsenic	1	Due 2020	Due 2020	Due 2020
	Every 9 years: (DS)				
	Asbestos	1	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 Dedication October 2008*



*Row River Water Treatment Plant Best Tasting Water Contests Recognition Awards*

**City of Cottage Grove  
Fiscal Year 2014-15 Budget**

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

2011-12	2012-13	2013-14		2014-15
ACTUAL	ACTUAL	BUDGET	DESCRIPTION	PROPOSED APPROVED ADOPTED
PERSONAL SERVICES				
13,227	13,269	13,605	60400 PUBLIC WORKS DIRECTOR - 0.15 FTE	13,770 13,770 13,770
2,180	2,223	2,280	60410 ADMINISTRATIVE AIDE - 0.05 FTE	2,310 2,310 2,310
4,151	4,004	4,105	60420 CLERICAL ASSISTANT - 0.10 FTE	4,155 4,155 4,155
3,744	3,825	3,910	60430 CITY ENGINEER - 0.05 FTE	3,955 3,955 3,955
3,380	3,454	3,535	60450 FLEET & FACILITIES MANAGER - 0.05 FTE	3,580 3,580 3,580
65,820	67,263	68,810	60460 WATER PRODUCTION SUPERVISOR - 1.0 FTE	69,650 69,650 69,650
103,642	109,725	112,910	60480 UTILITY MAINTENANCE WORKER - 2.05 FTE	115,785 115,785 115,785
3,024	0	5,740	61000 SEASONAL WORKER - 0.33 FTE	4,690 4,690 4,690
0	3,193	0	61010 REGULAR PART-TIME WORKER - 0 FTE	0 0 0
2,964	3,457	5,500	61100 OVERTIME	5,500 5,500 5,500
7,641	6,353	7,430	62010 WORKERS' COMPENSATION	7,535 7,535 7,535
1,044	1,561	1,765	62020 UNEMPLOYMENT	1,790 1,790 1,790
15,067	15,633	16,860	62030 FICA	17,090 17,090 17,090
153	153	145	63010 LIFE INSURANCE	145 145 145
33,618	35,084	44,110	63020 RETIREMENT	44,980 44,980 44,980
872	1,004	995	63030 DISABILITY INSURANCE	1,175 1,175 1,175
64,325	70,253	71,465	63040 HEALTH INSURANCE	74,025 74,025 74,025
324,853	340,454	363,165	TOTAL PERSONAL SERVICES	370,135 370,135 370,135
MATERIALS AND SERVICES				
6,474	6,905	11,000	71000 CONTRACTUAL SERVICES	11,000 11,000 11,000
64,778	73,050	72,000	71500 ELECTRICITY	72,000 72,000 72,000
12,647	11,076	13,000	71520 TELEPHONE	13,000 13,000 13,000
5,703	3,821	6,000	71540 FUEL & LUBRICANTS	6,000 6,000 6,000
324	324	400	71560 COMMUNICATIONS SERVICE	400 400 400
0	0	0	71600 POSTAGE	0 0 0
4,245	821	4,000	71700 BUILDING MAINT. & REPAIR	4,000 4,000 4,000
13,125	11,188	22,000	71710 EQUIPMENT MAINT. & REPAIR	22,000 22,000 22,000
1,034	0	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
1,104	416	1,000	72000 COMPUTER SERVICE & SUPPLIES	1,000 1,000 1,000
349	162	500	72010 OFFICE SUPPLIES	500 500 500
1,057	4,483	1,800	72100 MINOR EQUIPMENT & TOOLS	1,800 1,800 1,800
508	0	1,000	72120 EQUIPMENT RENTAL & LEASE	1,000 1,000 1,000
65	470	1,500	72300 BUILDING SUPPLIES	1,500 1,500 1,500
16,403	14,295	20,000	72400 LAB TESTS & SUPPLIES	20,000 20,000 20,000
33,570	43,841	43,000	72410 TREATMENT CHEMICALS	43,000 43,000 43,000
48	0	300	72510 SAFETY EQUIPMENT	300 300 300
984	2,133	3,000	73600 MISC. SUPPLIES & EXPENSE	3,000 3,000 3,000
150	0	0	74200 EDUCATION & REGISTRATION FEES	0 0 0
162,566	172,984	203,500	TOTAL MATERIALS AND SERVICES	203,500 203,500 203,500
487,419	513,438	566,665	TOTAL EXPENDITURES	573,635 573,635 573,635

**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, WaterISAC (security), Oregon Lakes Association (harmful algae blooms info), and the American Public Works Association. Dues are also paid to the League of Oregon Cities for representation of 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.

## **MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2013-14**

- Supported the activities of the Water Production Department and the Water Distribution Departments.

## **SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2013-14**

- No significant budget changes proposed.

**City of Cottage Grove  
Fiscal Year 2014-15 Budget**

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

2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	DESCRIPTION	2014-15		
				PROPOSED	APPROVED	ADOPTED
			MATERIALS & SERVICES			
119	0	500	70030 ADVERTISING	500	500	500
709	441	2,500	70040 CONSUMER CONFIDENCE REPORT	2,500	2,500	2,500
4,462	4,448	5,390	70100 AUDIT EXPENSE	3,785	3,785	3,785
15,554	16,219	18,000	70400 INSURANCE & BONDS	24,800	24,800	24,800
645	810	1,200	71600 POSTAGE	1,200	1,200	1,200
11,727	12,258	12,500	71610 UTILITY BILLING POSTAGE	13,500	13,500	13,500
1,736	3,763	3,500	72000 COMPUTER PROGRAMS & SUPPLIES	7,500	7,500	7,500
2,589	2,957	3,000	72010 OFFICE SUPPLIES	3,000	3,000	3,000
139	0	300	72030 BOOKS, MAPS & PERIODICALS	300	300	300
0	20	200	73600 MISCELLANEOUS SUPPLIES	200	200	200
50	220	500	74000 PROGRAM FEES & DUES	500	500	500
5,590	7,511	7,500	74100 PROFESSIONAL ASSOCIATION DUES	7,500	7,500	7,500
4,233	5,407	7,500	74200 EDUCATION & REGISTRATION FEES	7,500	7,500	7,500
2,721	2,155	3,000	74210 TRAVEL & SUBSISTENCE	3,000	3,000	3,000
734	645	1,000	74300 EMPLOYEE MEDICAL EXAMS & TESTS	1,000	1,000	1,000
0	0	250	76133 WATERSHED COUNCIL	2,500	2,500	2,500
68,768	68,760	77,355	79900 ADMINISTRATION CHARGES	77,090	77,090	77,090
20,000	20,000	20,000	79910 ENGINEERING SERVICE FEES	20,000	20,000	20,000
139,778	145,614	164,195	TOTAL MATERIALS & SERVICES	176,375	176,375	176,375
			DEBT SERVICE			
0	0	2,485	90110-081 LOAN PAYMENT - PERS UAL	2,455	2,455	2,455
0	0	12,215	90111-083 LOAN INTEREST PAYMENT - PERS UAL	12,685	12,685	12,685
0	0	75	90115-000 LOAN TRUSTEE FEES	80	80	80
0	0	14,775	TOTAL DEBT SERVICE	15,220	15,220	15,220
			TRANSFERS			
13,441	13,808	0	90217 TRANSFER TO DEBT SERVICE	0	0	0
100,000	75,000	12,000	90232 TRANSFER TO WATER RESERVE FUND	175,000	175,000	175,000
113,441	88,808	12,000	TOTAL TRANSFERS	175,000	175,000	175,000
0	0	213,565	99000 CONTINGENCY	363,115	363,115	363,115
0	0	0	99010 UNAPPROPRIATED ENDING BALANCE	0	0	0
430,119	506,243	0	99020 ENDING BALANCE	0	0	0
430,119	506,243	213,565	TOTAL ENDING BALANCE	363,115	363,115	363,115
<b>683,338</b>	<b>740,665</b>	<b>404,535</b>	<b>TOTAL EXPENDITURES</b>	<b>729,710</b>	<b>729,710</b>	<b>729,710</b>
<b>1,862,067</b>	<b>2,005,133</b>	<b>1,863,780</b>	<b>TOTAL WATER FUND EXPENDITURES</b>	<b>2,209,105</b>	<b>2,209,105</b>	<b>2,209,105</b>

**City of Cottage Grove  
Fiscal Year 2014-15 Budget**

**302-000 WASTEWATER FUND  
REVENUE**

2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET			2014-15 PROPOSED	2014-15 APPROVED	2014-15 ADOPTED
			DESCRIPTION				
122,707	35,149	123,015	41010 CARRYOVER		193,000	193,000	193,000
1,121,777	1,234,727	1,185,020	45040 WASTEWATER DISP USER CHARGES		1,313,450	1,313,450	1,313,450
237,506	233,489	250,000	45044 GOLF COURSE FEES		225,000	225,000	225,000
23,534	32,609	25,500	45045 PRO SHOP		37,500	37,500	37,500
48,041	48,144	49,000	45046 CLUB/CART RENTALS		48,000	48,000	48,000
41,529	38,190	50,000	45047 DELI SALES		38,000	38,000	38,000
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
(21)	354	0	45052 CASH OVER/SHORT		0	0	0
20,094	1,528	0	45053 GIFT CARD		0	0	0
3,446	0	1,600	51130 STATE & LOCAL GRANTS		0	0	0
503	556	400	53200 INTEREST REVENUE		400	400	400
518	2,129	1,000	54010 CREDIT BUREAU		1,750	1,750	1,750
3,046	0	500	54050 AUCTION PROCEEDS		500	500	500
6,916	10,414	2,500	54060 MISCELLANEOUS REVENUE		5,000	5,000	5,000
10,200	8,770	10,740	54250 RENTAL PROPERTY REVENUE		10,740	10,740	10,740
<b>1,651,737</b>	<b>1,658,000</b>	<b>1,711,220</b>	<b>TOTAL REVENUE</b>		<b>1,885,285</b>	<b>1,885,285</b>	<b>1,885,285</b>



**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 2013-14**

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

Position	FULL-TIME EQUIVALENT POSITIONS			
	Adopted 2011-12	Adopted 2012-13	Adopted 2013-14	Proposed 2014-15
Utilities Clerk	0.45	0.42	0.42	0.42
Finance Clerk	0.23	0.24	0.24	0.17
Public Works Director	0.20	0.15	0.15	0.15
Administrative Aide	0.20	0.20	0.20	0.20
Clerical Assistant	0.20	0.20	0.20	0.20
Permit Specialist	0.05		-	-
City Engineer	0.15	0.11	0.11	0.11
Utilities Maint. Supervisor	0.20	0.17	0.17	0.17
Fleet & Facilities Manager	0.20	0.15	0.15	0.15
Utility Maintenance Workers	1.80	1.47	1.47	1.47
	3.68	3.11	3.11	3.04

## PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2010-11	Actual 2011-12	Actual 2012-13	Estimate 2013-14
Provide a safe and effective conveyance of wastewater	No. of service requests evaluated	43	37	40	39
	No. of plugged sewer mains	18	17	20	19
	No. of lateral lines repaired	8	7	6	11
	No. of sewer spills reported	0	0	0	0





## DID YOU KNOW?

### Wastewater Collection Facts:

- During 2013, on average, 155 gallons of sewage per day was treated for every citizen of Cottage Grove.
- The Department maintains approximately 45.72 miles of sanitary sewer main lines.
- The Department responded to approximately 653 locate requests to locate the utility lines prior to excavation work being performed.
- 28 new sewer connections were made to the existing sewer system and 7 sewer laterals were replaced this year.
- There are a total of 3,498 sewer customers served by the City's sanitary sewer collection system.



*Left – August 20, 2012 – Sanitary lateral repair at 1148 South 4<sup>th</sup> Street.*

*Right – September 26, 2012 – Sanitary lateral repair at 1047 Tyler.*



SANITARY SEWER  
IMPROVEMENT MAP

1 2 3 4 5 6 7 8 9 10

A

B

C

D

E

F

G

H

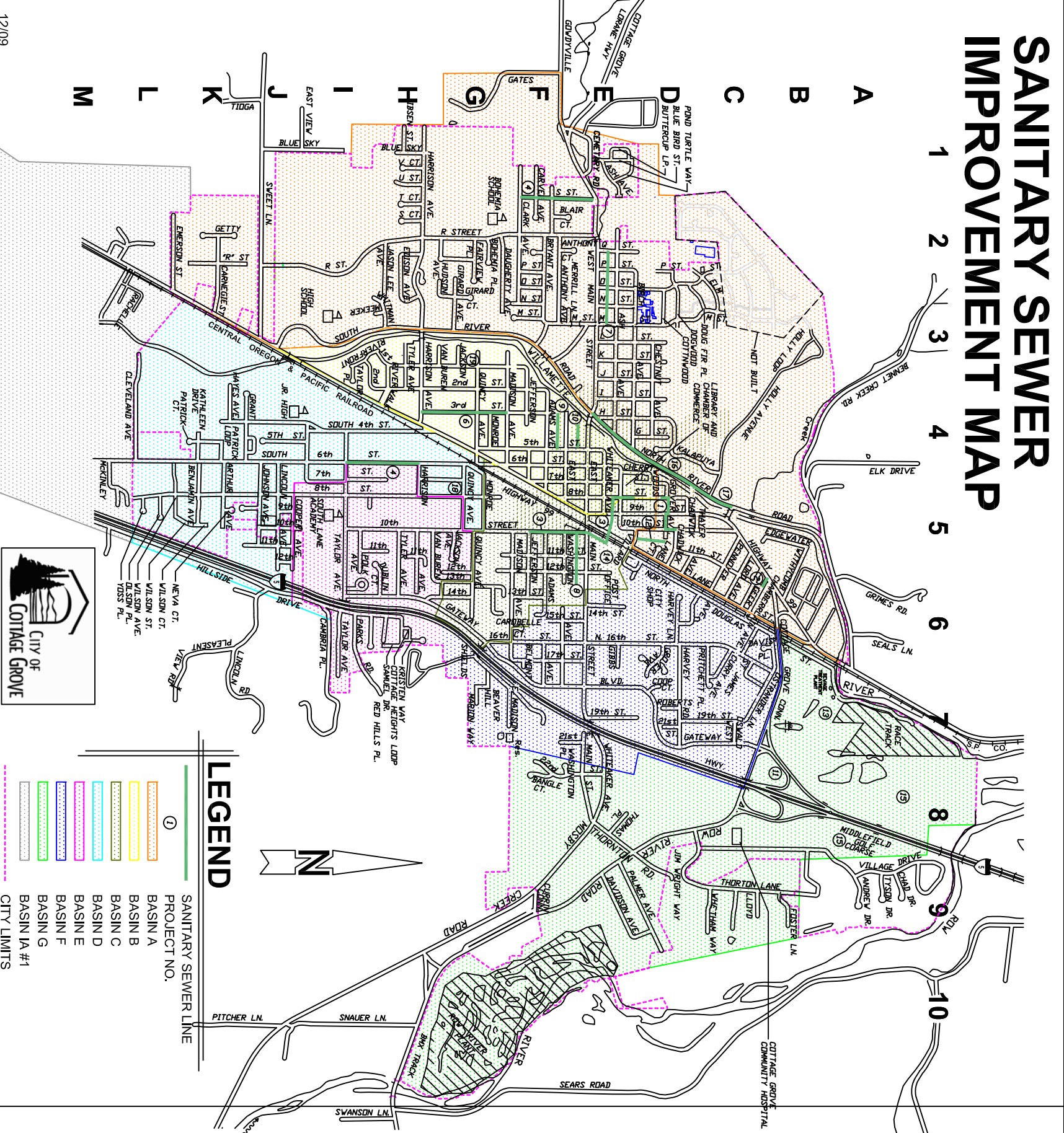
I

J

K

L

M



SANITARY SEWER PROJECTS  
PROJECTED CAPITAL IMPROVEMENT NEEDS

Map No.	Project	Total Costs (4/2010 \$)	Map No.	Project	Total Costs (4/2010 \$)
1	Intersection at Grover Ave. and 8th St. to Intersection at Chadwick Ave. and 10th St.	365,700	7	Alley (Main & Ash) from "M" St. to "Q" St.	131,800
2	Intersection at Chamberlain Ave. and 11th St. to Intersection at N. Goshen Hwy..	71,000	8	<del>Alley from Washington to S. 10th to Center Park</del> Completed FY 12-13	0
3	10th St. from Jefferson Ave. to Main St. across SPRR to N. of intersection 8th St & Gibbs	888,500	9	Alley (Washington & Adams) from 3rd St. to 5th St.	92,100
4	Along 6th St. between Taylor Ave.. and Harrison Ave.	283,800	10	Alley (East Main to Washington)	92,800
	Relabilitation/Replacement of Structurally Deficient Pipes in Basin A	73,600	11	Exit 174 irrigation for reuse effluent	60,000
	Relabilitation/Replacement of Structurally Deficient Pipes in Basin B	673,800	12	Lane St. & 10 St.	166,800
	Relabilitation/Replacement of Structurally Deficient Pipes in Basin C	774,400	13	Backup effluent pump with vault	117,200
	Relabilitation/Replacement of Structurally Deficient Pipes in Basin D	267,400	14	Trailhead Park Sewer Relocation	38,900
	Relabilitation/Replacement of Structurally Deficient Pipes in Basin E	260,100	15	Drainage Projects at Golf Course	6,400
	Relabilitation/Replacement of Structurally Deficient Pipes in Basin F	25,800	16	N. River Road (Main to Holly)	147,100
	Inflow/Infiltration Corrective Work	309,100	17	N. River Road (Holly to Woodson)	43,300
5	<del>Disaster Modifications</del> Completed FY 11-12	0	18	704 Quincy	16,800
6	<del>South 3rd St. from Madison Ave. to Harrison Ave.</del> Completed FY 13-14	0	19	633 South 1st	25,200
PROJECT IDENTIFIED ON MASTER PLAN			PROJECT IDENTIFIED ON MASTER PLAN BUDGETED THIS FISCAL YEAR		

TOTAL OF ESTIMATED COSTS NOT FUNDED = \$6,131,600



**City of Cottage Grove  
Fiscal Year 2014-15 Budget**

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

			2014-15			
2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
PERSONAL SERVICES						
17,570	16,818	17,240	60240 UTILITIES CLERK - 0.42 FTE	17,450	17,450	17,450
5,757	6,559	8,100	60250 FINANCE CLERK - 0.17 FTE	5,535	5,535	5,535
17,564	13,270	13,605	60400 PUBLIC WORKS DIRECTOR - 0.15 FTE	13,770	13,770	13,770
8,627	8,815	9,040	60410 ADMINISTRATIVE AIDE - 0.20 FTE	9,145	9,145	9,145
8,206	8,009	8,210	60420 CLERICAL ASSISTANT - 0.20 FTE	8,310	8,310	8,310
1,569	0	0	60425 PERMIT SPECIALIST - 0 FTE	0	0	0
11,233	8,415	8,595	60430 CITY ENGINEER - 0.11 FTE	8,700	8,700	8,700
13,344	11,569	11,860	60440 UTILITIES MAINT. SUPERVISOR - 0.17 FTE	12,000	12,000	12,000
13,519	10,343	10,605	60450 FLEET & FACILITIES MANAGER - 0.15 FTE	10,730	10,730	10,730
90,106	75,213	78,185	60480 UTILITY MAINTENANCE WORKER - 1.47 FTE	79,835	79,835	79,835
133	90	2,000	61100 OVERTIME	2,000	2,000	2,000
5,328	3,637	4,010	62010 WORKERS' COMPENSATION	4,110	4,110	4,110
967	1,174	1,340	62020 UNEMPLOYMENT	1,340	1,340	1,340
13,929	11,814	12,810	62030 FICA	12,815	12,815	12,815
156	127	120	63010 LIFE INSURANCE	120	120	120
29,470	26,052	32,700	63020 RETIREMENT	32,845	32,845	32,845
891	835	830	63030 DISABILITY INSURANCE	895	895	895
62,801	54,000	57,900	63040 HEALTH INSURANCE	60,010	60,010	60,010
301,172	256,740	277,150	TOTAL PERSONAL SERVICES	279,610	279,610	279,610
MATERIALS AND SERVICES						
7,692	7,678	7,500	71000 CONTRACTUAL SERVICES	7,500	7,500	7,500
467	208	500	71210 CLOTHING ALLOWANCE	500	500	500
1,653	1,033	1,200	71500 ELECTRICITY	1,200	1,200	1,200
8,492	7,394	8,500	71520 TELEPHONE	8,500	8,500	8,500
1,642	1,214	1,900	71530 NATURAL GAS	1,900	1,900	1,900
9,428	7,901	9,000	71540 FUEL & LUBRICANTS	9,000	9,000	9,000
229	0	0	71550 LANDFILL FEES	0	0	0
590	590	1,000	71560 COMMUNICATIONS SERVICE	1,000	1,000	1,000
636	654	1,000	71700 BUILDING MAINT. & REPAIR	1,000	1,000	1,000
8,078	7,410	8,000	71710 EQUIPMENT MAINT. & REPAIR	9,000	9,000	9,000
1,716	1,475	1,500	71720 VEHICLE MAINT. & REPAIR	1,500	1,500	1,500
155	0	200	71730 RADIO MAINT. & REPAIR	200	200	200
58	144	250	72000 COMPUTER SERVICE & SUPPLIES	250	250	250
2,882	1,822	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
1,005	937	1,000	72510 SAFETY EQUIPMENT	1,000	1,000	1,000
879	526	650	72600 CLEANING SUPPLIES	800	800	800
2,078	1,470	2,500	73000 SAND & GRAVEL	2,500	2,500	2,500
285	247	1,000	73010 ASPHALT & CONCRETE	1,000	1,000	1,000
1,681	524	2,000	73200 SEWER PIPE	2,000	2,000	2,000
2,696	2,296	2,500	73600 MISC. SUPPLIES & EXPENSE	2,500	2,500	2,500
52,343	43,524	53,200	TOTAL MATERIALS AND SERVICES	54,350	54,350	54,350
353,515	300,264	330,350	TOTAL EXPENDITURES	333,960	333,960	333,960





**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 2013-14**

- 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.

## SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2013-14

- An additional 1.0 FTE is added to assist in the everyday operations of the Wastewater Plant.

Position	FULL-TIME EQUIVALENT POSITIONS			
	Adopted 2011-12	Adopted 2012-13	Adopted 2013-14	Proposed 2014-15
Public Works Director	0.10	0.08	0.08	0.08
Administrative Aide	0.05	0.05	0.05	0.05
Clerical Assistant	0.05	0.07	0.07	0.07
City Engineer	0.05	-	-	-
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	2.05	3.05
Regular Part Time Worker	-	-	0.50	-
	3.35	3.30	3.80	4.30

## PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2011	Actual 2012	Actual 2013	Estimate 2014	Projection 2015
Meet EPA's & DEQ's treatment and discharge standards	Gallons treated per year (million gallons)	738.6	989.1	553.3	760.3	850.0
	Dry tons of bio-solids disposed	157	166	133	165	170
	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 at 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.



**Loading bio-solids for transport to Heard Farm's facility near Sutherlin.**

**City of Cottage Grove  
Fiscal Year 2014-15 Budget**

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

2011-12	2012-13	2013-14		2014-15
ACTUAL	ACTUAL	BUDGET	DESCRIPTION	PROPOSED APPROVED ADOPTED
			PERSONAL SERVICES	
8,890	7,077	7,255	60400 PUBLIC WORKS DIRECTOR - 0.08 FTE	7,345 7,345 7,345
2,180	2,223	2,280	60410 ADMINISTRATIVE AIDE - 0.05 FTE	2,310 2,310 2,310
2,124	2,803	2,875	60420 CLERICAL ASSISTANT - 0.07 FTE	2,910 2,910 2,910
3,744	0	0	60430 CITY ENGINEER - 0 FTE	0 0 0
3,380	3,475	3,535	60450 FLEET & FACILITIES MANAGER - 0.05 FTE	3,580 3,580 3,580
65,820	67,128	68,810	60470 WW TREATMENT PLANT SUPERVISOR - 1.0 FTE	69,650 69,650 69,650
97,510	104,910	109,920	60480 UTILITY MAINTENANCE WORKER - 3.05 FTE	156,885 156,885 156,885
0	0	10,520	61010 REGULAR PART TIME WORKER - 0.0 FTE	0 0 0
4,425	3,664	4,000	61100 OVERTIME	4,000 4,000 4,000
6,419	5,316	6,325	62010 WORKERS' COMPENSATION	7,515 7,515 7,515
971	1,429	2,000	62020 UNEMPLOYMENT	2,065 2,065 2,065
13,979	14,088	16,005	62030 FICA	18,870 18,870 18,870
149	146	135	63010 LIFE INSURANCE	175 175 175
32,781	33,619	41,725	63020 RETIREMENT	49,945 49,945 49,945
845	961	950	63030 DISABILITY INSURANCE	1,375 1,375 1,375
57,682	61,747	68,460	63040 HEALTH INSURANCE	95,080 95,080 95,080
300,900	308,586	344,795	TOTAL PERSONAL SERVICES	421,705 421,705 421,705
			MATERIALS AND SERVICES	
16,790	996	1,500	71000 CONTRACTUAL SERVICES	4,000 4,000 4,000
817	615	1,000	71210 CLOTHING ALLOWANCE	1,000 1,000 1,000
107,229	96,471	100,000	71500 ELECTRICITY	100,000 100,000 100,000
7,819	7,110	7,500	71520 TELEPHONE	7,500 7,500 7,500
245	366	500	71530 NATURAL GAS	500 500 500
3,146	3,495	4,000	71540 FUEL & LUBRICANTS	5,500 5,500 5,500
10	1,087	1,200	71700 BUILDING MAINT. & REPAIR	1,200 1,200 1,200
15,247	25,201	23,000	71710 EQUIPMENT MAINT. & REPAIR	23,000 23,000 23,000
486	814	500	71720 VEHICLE MAINT. & REPAIR	500 500 500
6	0	0	72010 OFFICE SUPPLIES	0 0 0
3,709	1,087	1,000	72100 MINOR EQUIPMENT & TOOLS	1,000 1,000 1,000
5,201	1,569	2,000	72120 EQUIPMENT RENTAL & LEASE	2,000 2,000 2,000
19,908	12,855	15,000	72400 LAB TESTS & SUPPLIES	15,000 15,000 15,000
84,480	70,652	75,000	72410 TREATMENT CHEMICALS	75,000 75,000 75,000
0	44,933	52,000	72430 BIOSOLIDS DISPOSAL	52,000 52,000 52,000
391	262	500	72600 CLEANING SUPPLIES	500 500 500
2,167	1,258	2,500	73600 MISC. SUPPLIES & EXPENSE	4,000 4,000 4,000
267,652	268,771	287,200	TOTAL MATERIALS AND SERVICES	292,700 292,700 292,700
568,551	577,357	631,995	TOTAL EXPENDITURES	714,405 714,405 714,405

**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 will provide 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.
- Promote Middlefield Golf Course through a variety of media.
- Provide training of employees to enhance the operation, maintenance and any improvements.

**BUDGET YEAR OBJECTIVES**

- Continue bringing Middlefield equipment and facilities up to City standards.
- Provide additional landscaping (flower beds) around golf course.
- Continue animal control program on golf course.
- Continue irrigating with reuse water from Wastewater Treatment Plant.
- Expand promoting Golf Course including Pro shop and Deli.

**MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2013-14**

- Hosted 12 community golf tournaments.
- Hosted Cottage Grove and Creswell high school golf teams for practice and tournaments.

**SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2013-14**

- None

Position	FULL-TIME EQUIVALENT POSITIONS			
	Adopted 2011-12	Adopted 2012-13	Adopted 2013-14	Proposed 2014-15
Community Services Director	0.15	0.15	0.15	0.15
Golf Shop Manager	1.00	1.00	1.00	1.00
Golf Shop Assistant	1.50	1.45	1.45	1.45
Golf Course Superintendent	1.00	1.00	1.00	1.00
Golf Course Assist. Super/Mechanic	0.67	0.69	-	-
Groundskeeper/Temporary Worker	0.40	-	-	-
Groundskeeper/Reg. Part Time Worker	2.83	2.21	2.77	3.00
	7.55	6.50	6.37	6.60



## PERFORMANCE MEASUREMENTS

Strategy	Measure	Actual 2011-12	Actual 2012-13	Actual 2013-14	Estimated 2014-15
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	15
	No. of annual memberships	60	85	85	92
	Value of weekday rounds	\$ 96,402	\$ 103,000	\$ 106,206	\$ 120,000
	Value of weekend rounds	\$ 97,202	\$ 95,000	\$ 93,736	\$ 98,000
	Value of twilight rounds	\$ 18,000	\$ 25,000	\$ 25,515	\$ 28,000
	Attendance at Golf Camp	30	30	30	30
	No. of High School Golf Events	13	13	5	8
Increase Sales to support operations & maintenance	Clubs/Cart rental	\$ 48,401	\$ 50,000	\$ 41,652	\$ 45,000
	Deli Shop revenue	\$ 41,529	\$ 41,000	\$ 35,734	\$ 40,000
	Pro Shop revenue	\$ 23,534	\$ 26,000	\$ 37,818	\$ 40,000



**Middlefield Golf Course**

City of Cottage Grove  
Fiscal Year 2014-15 Budget

**302 WASTEWATER FUND**  
**302-326 MIDDLEFIELD GOLF COURSE**

2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	DESCRIPTION	2014-15		
				PROPOSED	APPROVED	ADOPTED
PERSONAL SERVICES						
10,354	11,109	11,790	60475 COMMUNITY SERVICES DIRECTOR - 0.15 FTE	11,900	11,900	11,900
38,598	40,992	42,370	60476 GOLF SHOP MANAGER - 1.0 FTE	44,655	44,655	44,655
30,554	31,888	29,565	60477 GOLF SHOP ASSISTANT - 1.45 FTE	29,585	29,585	29,585
54,096	55,176	56,560	60478 GOLF COURSE SUPERINTENDENT - 1.0 FTE	57,235	57,235	57,235
23,924	12,961	0	60479 GOLF COURSE ASSIST SUPER/MECHANIC - 0 FTE	0	0	0
5,667	16,016	0	61000 GROUNDSKEEPER-SEASONAL WORKER - 0 FTE	0	0	0
38,361	23,646	54,675	61010 GROUNDSKEEPER/REGULAR PART-TIME WORKER - 3.00 FTE	59,105	59,105	59,105
258	0	400	61100 OVERTIME	400	400	400
3,285	2,762	2,405	62010 WORKERS' COMPENSATION	2,430	2,430	2,430
1,072	1,456	1,225	62020 UNEMPLOYMENT	1,625	1,625	1,625
15,613	14,662	14,945	62030 FICA	15,520	15,520	15,520
93	92	95	63010 LIFE INSURANCE	95	95	95
22,120	18,439	24,930	63020 RETIREMENT	28,145	28,145	28,145
542	626	640	63030 DISABILITY INSURANCE	665	665	665
34,965	34,145	34,615	63040 HEALTH INSURANCE	35,800	35,800	35,800
279,502	263,970	274,215	TOTAL PERSONAL SERVICES	287,160	287,160	287,160
MATERIALS AND SERVICES						
5,243	5,090	4,500	70030 ADVERTISING	4,500	4,500	4,500
1,181	2,536	2,500	71000 CONTRACTUAL SERVICES	2,500	2,500	2,500
573	764	700	71020 LICENSES & PERMITS	700	700	700
151	434	750	71210 CLOTHING ALLOWANCE	750	750	750
22,705	33,529	33,000	71500 ELECTRICITY	32,800	32,800	32,800
6,865	6,010	7,500	71520 TELEPHONE	7,500	7,500	7,500
0	0	1,200	71530 NATURAL GAS	1,200	1,200	1,200
18,732	15,060	18,000	71540 FUEL & LUBRICANTS	18,000	18,000	18,000
5,464	0	0	71580 FERTILIZER	0	0	0
19	0	0	71600 POSTAGE	0	0	0
985	1,876	2,000	71700 BUILDING MAINT. & REPAIR	2,500	2,500	2,500
15,675	17,125	15,000	71710 EQUIPMENT MAINT. & REPAIR	17,500	17,500	17,500
34	934	800	71720 VEHICLE MAINT. & REPAIR	800	800	800
2,720	621	1,200	72000 COMPUTER SERVICE & SUPPLIES	1,200	1,200	1,200
739	746	600	72010 OFFICE SUPPLIES	600	600	600
183	0	200	72030 BOOKS, MAPS & PERIODICALS	200	200	200
4,192	1,154	2,000	72100 MINOR EQUIPMENT & TOOLS	2,000	2,000	2,000
0	205	1,000	72120 EQUIPMENT RENTAL & LEASE	1,000	1,000	1,000
330	270	1,500	72200 LANDSCAPING SUPPLIES	1,500	1,500	1,500
2,686	2,152	4,500	72320 IRRIGATION PARTS & SUPPLIES	4,500	4,500	4,500
18,671	17,227	20,000	72330 SUPPLIES/PRO SHOP INVENTORY	20,000	20,000	20,000
23,987	23,990	22,000	72340 SUPPLIES/DELI FOOD	22,000	22,000	22,000
9,064	13,565	15,000	72430 CHEMICALS	15,000	15,000	15,000
1,084	1,274	1,500	72600 CLEANING SUPPLIES	1,500	1,500	1,500
5,185	4,468	7,000	7300 SOIL/SAND/GRAVEL	6,500	6,500	6,500
6,189	7,813	6,000	73600 MISC. SUPPLIES & EXPENSE	6,000	6,000	6,000
3,097	3,030	3,500	74100 PROFESSIONAL ASSOC. DUES	3,600	3,600	3,600
915	368	1,200	74200 EDUCATION & REGISTRATION FEES	1,200	1,200	1,200
1,125	422	2,000	74210 TRAVEL & SUBSISTENCE	1,750	1,750	1,750
2,175	646	1,000	76000 ANIMAL CONTROL	1,000	1,000	1,000
159,967	161,309	176,150	TOTAL MATERIALS AND SERVICES	178,300	178,300	178,300
439,469	425,279	450,365	TOTAL EXPENDITURES	465,460	465,460	465,460

**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 2014-15 Budget**

**302 WASTEWATER FUND  
302-395 NON-DEPARTMENTAL**

2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	DESCRIPTION	2014-15		
				PROPOSED	APPROVED	ADOPTED
			MATERIALS & SERVICES			
185	0	600	70030 ADVERTISING	600	600	600
4,837	3,692	4,475	70100 AUDIT EXPENSE	3,680	3,680	3,680
30,831	32,389	36,000	70400 INSURANCE & BONDS	49,600	49,600	49,600
0	600	1,000	71000 CONTRACTURAL SERVICES	1,000	1,000	1,000
109	186	250	71600 POSTAGE	250	250	250
3,724	3,549	3,550	71610 UTILITY BILLING POSTAGE	5,000	5,000	5,000
1,653	3,106	3,000	72000 COMPUTER PROGRAMS & SUPPLIES	6,500	6,500	6,500
973	1,035	1,100	72010 OFFICE SUPPLIES	1,100	1,100	1,100
0	0	100	72030 BOOKS, MAPS & PERIODICALS	100	100	100
6,656	6,965	7,500	73220 NDPES DISCHARGE PERMIT	7,500	7,500	7,500
50	50	1,000	74000 PROGRAM FEES & DUES	1,000	1,000	1,000
1,185	1,381	1,200	74100 PROFESSIONAL ASSOCIATION DUES	2,000	2,000	2,000
2,357	2,535	3,000	74200 EDUCATION & REGISTRATION FEES	3,000	3,000	3,000
733	691	1,000	74210 TRAVEL & SUBSISTENCE	1,000	1,000	1,000
304	300	500	74300 EMPLOYEE MEDICAL EXAMS & TESTS	500	500	500
1,090	1,020	1,000	76010 RODENT CONTROL	1,000	1,000	1,000
286	0	300	76133 WATERSHED COUNCIL	300	300	300
68,806	17,210	77,440	79900 ADMINISTRATION CHARGES	77,080	77,080	77,080
20,000	5,000	20,000	79910 ENGINEERING SERVICE FEES	20,000	20,000	20,000
143,777	79,709	163,015	TOTAL MATERIALS & SERVICES	181,210	181,210	181,210
			DEBT SERVICE			
0	0	1,715	90110-081 LOAN PAYMENT - PERS UAL	1,695	1,695	1,695
0	0	40,000	90110-091 LOAN PAYMENT - LOCAP GOLF	40,000	40,000	40,000
0	0	14,765	90110-092 LOAN PAYMENT - GOLF & HOUSE	15,520	15,520	15,520
0	0	8,445	90111-083 LOAN INTEREST PAYMENT - PERS UAL	8,770	8,770	8,770
0	0	22,920	90111-093 LOAN INTEREST PAYMENT - LOCAP GOLF	24,040	24,040	24,040
0	0	15,255	90111-094 LOAN INTEREST PAYMENT - GOLF & HOUSE	14,500	14,500	14,500
0	0	55	90115 LOAN TRUSTEE FEES	55	55	55
0	0	103,155	TOTAL DEBT SERVICE	104,580	104,580	104,580
			TRANSFERS			
111,276	73,553	0	90217 TRANSFER TO DEBT SERVICE	0	0	0
0	0	0	90235 TRANSFER TO WW RESERVE	0	0	0
111,276	73,553	0	TOTAL TRANSFERS	0	0	0
0	0	22,340	99000 CONTINGENCY	85,670	85,670	85,670
35,149	201,838	0	99020 ENDING BALANCE	0	0	0
<b>290,202</b>	<b>355,100</b>	<b>288,510</b>	<b>TOTAL EXPENDITURES</b>	<b>371,460</b>	<b>371,460</b>	<b>371,460</b>
<b>1,651,737</b>	<b>1,658,000</b>	<b>1,701,220</b>	<b>TOTAL WASTEWATER FUND EXPENDITURES</b>	<b>1,885,285</b>	<b>1,885,285</b>	<b>1,885,285</b>



**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 2013-14**

- 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.

**SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2013-14**

- 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 2011-12	Adopted 2012-13	Adopted 2013-14	Proposed 2014-15
Utilities Clerk	0.05	0.05	0.05	0.05
Finance Clerk	0.15	0.07	0.07	0.05
Public Works Director	0.10	0.07	0.07	0.07
Administrative Aide	0.10	0.05	0.05	0.05
Clerical Assistant	0.15	0.08	0.08	0.08
Permit Specialist	0.05	-	-	-
City Engineer	0.10	0.05	0.08	0.08
Utilities Maint. Supervisor	0.15	0.08	0.10	0.10
Fleet & Facilities Manager	0.10	0.08	0.08	0.08
Utility Maintenance Worker	1.60	1.36	1.36	1.36
Temporary Worker	0.10	-	-	-
	2.65	1.89	1.94	1.92

## PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2011-12	Actual 2012-13	Actual 2013-14	Estimate 2014-15
Provide an effective conveyance of storm water	No. of service requests evaluated	20	11	15	20
	No. of plugged storm mains	5	6	8	10
	Number of drainage channels cleaned	22	23	25	25

## DID YOU KNOW?

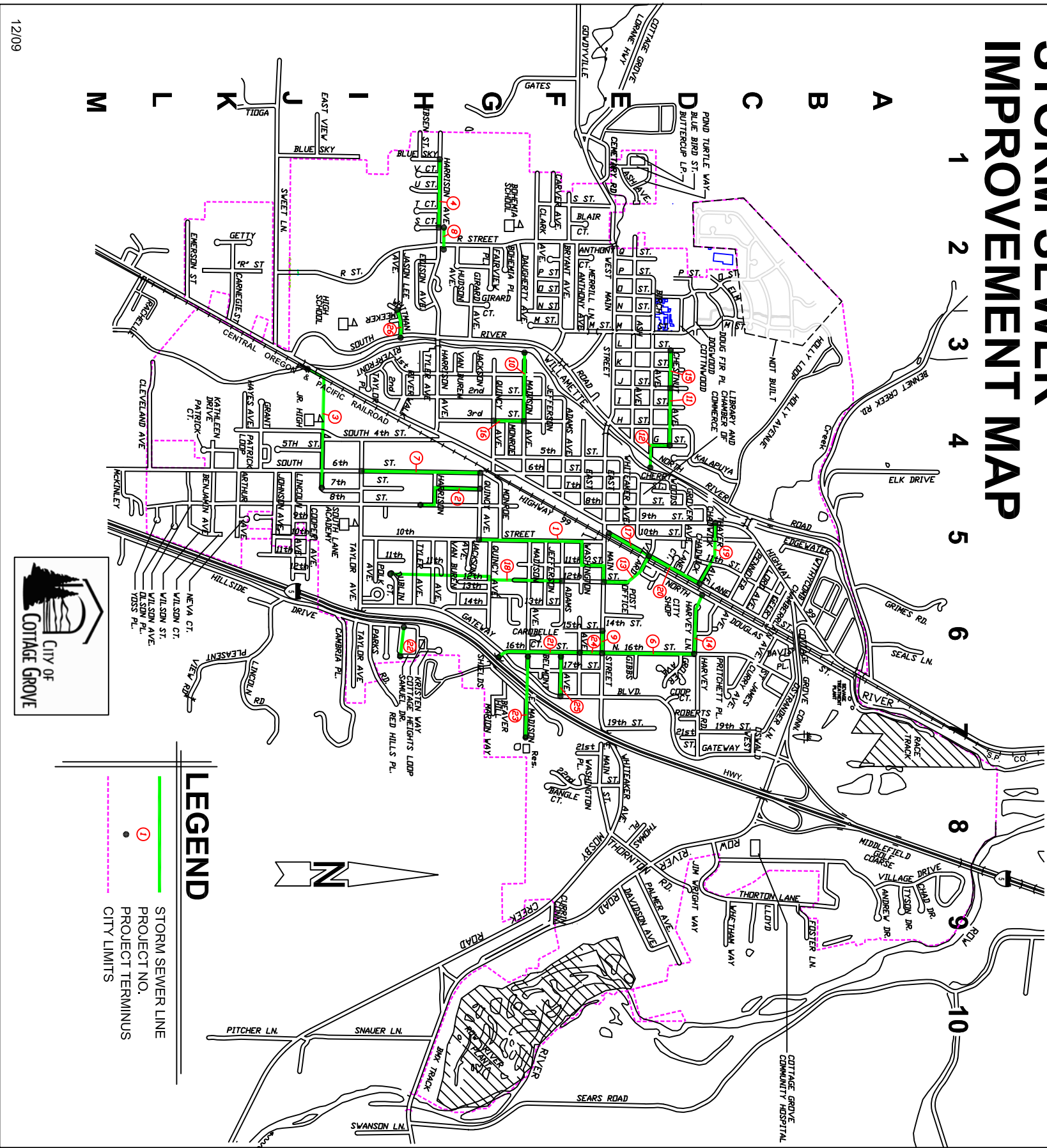


### Storm Drainage Facts:

- 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 653 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



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.	430,100	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. 3rd St. between Quincy Ave. and Madison Ave. Completed FY 13-14	0
4	Along Harrison Ave. between Blue Sk. 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.	272,300
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 Whitmain Blv 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 = \$12,444,300



**City of Cottage Grove  
Fiscal Year 2014-15 Budget**

**402-420 STORM DRAIN UTILITY**

2011-12	2012-13	2013-14		2014-15
ACTUAL	ACTUAL	BUDGET	DESCRIPTION	PROPOSED APPROVED ADOPTED
REVENUE				
39,878	35,949	62,375	41010 CARRYOVER	102,685 102,685 102,685
171,350	247,554	258,740	45050 STORM DRAINAGE FEES	264,900 264,900 264,900
121	268	125	53200 INTEREST INCOME	125 125 125
398	463	250	54010 CREDIT BUREAU	400 400 400
717	939	300	54060 MISCELLANEOUS REVENUE	200 200 200
212,464	285,173	321,790	TOTAL REVENUE	368,310 368,310 368,310
EXPENDITURES				
PERSONAL SERVICES				
1,448	2,002	2,005	60240 UTILITIES CLERK - 0.05 FTE	2,080 2,080 2,080
2,786	1,929	2,235	60250 FINANCE CLERK - 0.05 FTE	1,630 1,630 1,630
6,505	6,192	6,195	60400 PUBLIC WORKS DIRECTOR - 0.07 FTE	6,425 6,425 6,425
3,270	2,223	2,225	60410 ADMINISTRATIVE AIDE - 0.05 FTE	2,310 2,310 2,310
4,344	3,204	3,205	60420 CLERICAL ASSISTANT - 0.08 FTE	3,325 3,325 3,325
1,172	0	0	60425 PERMIT SPECIALIST - 0 FTE	0 0 0
5,608	6,120	6,100	60430 CITY ENGINEER - 0.08 FTE	6,325 6,325 6,325
10,008	6,805	6,810	60440 UTILITIES MAINT. SUPERVISOR - 0.10 FTE	7,060 7,060 7,060
6,760	5,519	5,520	60450 FLEET & FACILITIES MANAGER - 0.08 FTE	5,725 5,725 5,725
54,394	69,472	69,345	60480 UTILITY MAINTENANCE WORKER - 1.36 FTE	73,775 73,775 73,775
1,407	0	0	61000 SEASONAL WORKER - 0 FTE	0 0 0
117	124	900	61100 OVERTIME PAY	900 900 900
3,408	3,099	4,135	62010 WORKERS' COMPENSATION	3,510 3,510 3,510
530	788	575	62020 UNEMPLOYMENT RESERVE	880 880 880
7,252	7,685	8,000	62030 FICA	8,380 8,380 8,380
80	83	80	63010 LIFE INSURANCE	80 80 80
15,325	17,898	18,215	63020 RETIREMENT	22,440 22,440 22,440
449	545	490	63030 DISABILITY INSURANCE	605 605 605
32,530	33,220	40,200	63040 HEALTH INSURANCE	39,385 39,385 39,385
157,393	166,909	176,235	TOTAL PERSONAL SERVICES	184,835 184,835 184,835
MATERIALS & SERVICES				
394	586	690	70100 AUDIT EXPENSE	515 515 515
1,277	1,147	1,500	70400 INSURANCE & BONDS	1,800 1,800 1,800
1,402	746	1,500	71000 CONTRACTUAL SERVICES	2,500 2,500 2,500
776	658	1,500	71500 ELECTRICITY	1,000 1,000 1,000
1,963	1,767	2,175	71520 TELEPHONE	2,000 2,000 2,000
533	662	1,100	71530 NATURAL GAS	1,000 1,000 1,000
2,023	2,506	2,850	71540 FUEL & LUBRICANTS	2,850 2,850 2,850
354	354	500	71560 COMMUNICATIONS SERVICE	500 500 500
0	0	100	71600 POSTAGE	100 100 100
1,537	1,586	1,600	71610 UTILITY BILLING POSTAGE	1,850 1,850 1,850
199	312	500	71700 BUILDING MAINT. & REPAIR	500 500 500
1,891	1,894	2,500	71710 EQUIPMENT MAINT. & REPAIR	2,500 2,500 2,500
162	566	800	71720 VEHICLE MAINT. & REPAIR	800 800 800
397	262	500	72000 COMPUTER SERVICE & SUPPLIES	3,500 3,500 3,500
0	81	100	72010 OFFICE SUPPLIES	100 100 100
1,396	702	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
56	51	100	72600 CLEANING SUPPLIES	100 100 100
1,020	891	2,000	73000 SAND & GRAVEL	2,000 2,000 2,000
358	449	2,000	73010 ASPHALT & CONCRETE	2,000 2,000 2,000
335	0	1,000	73200 SEWER PIPE	1,000 1,000 1,000
687	1,707	1,800	73600 MISCELLANEOUS SUPPLIES	1,800 1,800 1,800
158	0	1,100	74000 PROGRAM FEES AND DUES	1,100 1,100 1,100
0	17,475	17,475	79900 ADMINISTRATION FEES	15,925 15,925 15,925
0	0	0	79910 ENGINEERING FEES	20,000 20,000 20,000
16,918	34,402	45,890	TOTAL MATERIALS & SERVICES	67,940 67,940 67,940

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**402-420 STORM DRAIN UTILITY**

2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET		2014-15 PROPOSED	APPROVED	ADOPTED
			<b>DESCRIPTION</b>			
			DEBT SERVICE			
0	0	0	90110-081 LOAN PAYMENT - PERS UAL	405	405	405
0	0	0	90111-083 LOAN INTEREST PAYMENT - PERS UAL	2,085	2,085	2,085
0	0	0	90115 LOAN TRUSTEE FEES	15	15	15
0	0	0	TOTAL DEBT SERVICE	2,505	2,505	2,505
2,205	2,265	2,280	90217 TRANSFER TO DEBT SERVICE	0	0	0
0	0	49,635	99000 CONTINGENCY	113,030	113,030	113,030
35,948	81,597	0	99020 ENDING BALANCE	0	0	0
<b>212,464</b>	<b>285,173</b>	<b>274,040</b>	<b>TOTAL EXPENDITURES</b>	<b>368,310</b>	<b>368,310</b>	<b>368,310</b>



**FUND: INDUSTRIAL PARK FUND**

**FUND/DEPARTMENT #: 502-520**

**DEPARTMENT: N/A**

## **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, 11, & 13).
- Monitor sale agreements for monthly and final payments.

## **BUDGET YEAR OBJECTIVES**

- Work closely with Cottage Grove Community Development Corporation, Metro Partnership, 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 2012-13**

- 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.



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**502-520 INDUSTRIAL PARK OPERATIONS**

2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	DESCRIPTION	2014-15		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
459,464	347,816	240,500	41010 CARRYOVER	141,000	141,000	141,000
2,066	1,520	1,200	53200 INTEREST INCOME	600	600	600
4,125	0	0	54300 SALE OF PROPERTY	0	0	0
0	0	0	54060 MISCELLANEOUS REVENUE	0	0	0
465,655	349,336	241,700	TOTAL REVENUE	141,600	141,600	141,600
EXPENDITURES						
MATERIAL & SERVICES						
1,344	1,698	594	70100 AUDIT EXPENSE	575	575	575
10,373	1,457	50,000	71000 CONTRACTUAL SERVICES	42,510	42,510	42,510
251	313	500	71500 ELECTRICITY	500	500	500
1,423	0	10,000	73600 MISCELLANEOUS SUPPLIES	10,000	10,000	10,000
4,962	1,380	3,000	79900 ADMINISTRATIVE FEE	388	388	388
18,353	4,848	64,094	TOTAL MATERIALS & SERVICES	53,973	53,973	53,973
DEBT SERVICE						
46,770	53,257	0	90110 LOAN PRINCIPAL	0	0	0
52,716	50,128	0	90111 LOAN INTEREST	0	0	0
0	0	65,000	90110 LOAN PRINCIPAL - LOCAP	55,000	55,000	55,000
0	0	31,181	90111 LOAN INTEREST - LOCAP	32,600	32,600	32,600
0	0	0	90116 LOCAP ADMINISTRATIVE FEE	27	27	27
99,486	103,385	96,181	TOTAL DEBT SERVICE	87,627	87,627	87,627
0	0	81,425	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
347,816	241,104	0	99020 ENDING BALANCE	0	0	0
465,655	349,336	241,700	TOTAL EXPENDITURES	141,600	141,600	141,600