

CITY OF COTTAGE GROVE

ENTERPRISE FUNDS BUDGET SUMMARY

	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 ADOPTED
Water Fund				
Water Distribution	804,178	875,906	979,350	1,046,190
Water Production	557,267	583,272	674,140	738,170
Non-Departmental	933,567	974,874	644,410	729,340
Total Water Fund	2,295,012	2,434,051	2,297,900	2,513,700
Wastewater Fund				
Wastewater Collection	325,157	350,586	376,990	447,100
Wastewater Treatment Plant	666,330	686,430	763,120	787,615
Middlefield Golf Course	378,065	435,261	511,170	530,930
Non-Departmental	657,861	779,598	518,905	586,840
Total Wastewater Fund	2,027,413	2,251,875	2,170,185	2,352,485
Storm Drain Utility Fund	421,484	435,806	445,300	520,800
Industrial Park Operations Fund	130,204	172,846	395,100	417,000
Total Enterprise Funds	4,874,113	5,294,578	5,308,485	5,803,985



**City of Cottage Grove
Fiscal Year 2019-20 Budget**

**202-000 WATER FUND
REVENUE**

2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	DESCRIPTION	2019-20		
				PROPOSED	APPROVED	ADOPTED
557,011	649,419	550,000	41010 CARRYOVER	700,000	700,000	700,000
			CHARGES FOR SERVICES			
1,650,641	1,705,262	1,700,000	45010 SALE OF WATER	1,760,000	1,760,000	1,760,000
33,030	34,230	30,000	45020 SERVICE CONNECTION FEES	30,000	30,000	30,000
21,264	10,213	6,000	45030 INSTALLATION FEES	6,000	6,000	6,000
1,704,935	1,749,704	1,736,000	TOTAL CHARGES FOR SERVICES	1,796,000	1,796,000	1,796,000
6,294	11,362	6,000	53200 INTEREST INCOME	12,000	12,000	12,000
			MISCELLANEOUS REVENUE			
702	557	400	54010 CREDIT BUREAU	400	400	400
6,411	192	500	54050 AUCTION PROCEEDS	500	500	500
18,809	22,117	4,500	54060 MISCELLANEOUS REVENUE	4,500	4,500	4,500
850	700	500	54062 UTILITY NSF CHECK FEES	300	300	300
26,772	23,566	5,900	TOTAL MISCELLANEOUS REVENUE	5,700	5,700	5,700
2,295,012	2,434,051	2,297,900	TOTAL REVENUE	2,513,700	2,513,700	2,513,700



PUBLIC WORKS & DEVELOPMENT**WATER DISTRIBUTION****OVERVIEW**

Water Distribution is a function of the Public Works & Development 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) Provide consumers with high quality safe drinking water in sufficient quantity. 2) Provide 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

- Support Ameresco's effort to analyze the economics of moving from fixed base water meters to automated water meters.
- 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.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2018-19

- Installed 660' of new 8" water mainline on Chestnut Street between H and J Streets.
- Continued partnership with South Lane County Fire and Rescue to install Storz fittings on the major port on fire hydrants.
- The City received a total of 1425 water bill payments by credit card in March 2019. This is an increase of 265 or a 19% increase from March 2018.
- As of March 31, 2019 there were 295 people signed up for recurring credit card water payments and 310 people signed up for paperless billing up from 188 people in 2018.
- Repaired 2 water main line breaks.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2018-19

- A 1.8% water rate increase is proposed. This increase follows the proposed 5 year utility rate plan.

FULL-TIME EQUIVALENT POSITIONS

<i>Position</i>	Actuals 2016-17	Adopted 2017-18	Adopted 2018-19	Adopted 2019-20
Utilities Clerk	0.53	0.53	0.53	0.53
Finance Clerk	0.21	0.21	0.21	0.32
PW & Development Director	0.25	0.16	0.16	0.16
Administrative Aide	0.83	0.83	0.83	0.83
City Engineer	0.21	0.21	0.21	0.21
Utilities Maint. Supervisor	0.50	0.50	0.50	0.49
Fleet & Facilities Manager	0.40	0.40	0.40	0.45
Utility Maintenance Workers	4.28	4.28	4.28	5.03
Total FTE	7.21	7.12	7.12	8.02

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2015-16	Actual 2016-17	Actual 2017-18	Estimate 2018-19
<i>Provide customer high quality drinking water</i>	<i>Number of backflow devices</i>	1,471	1,473	1,500	1,586
	<i>Number of backflow inspections</i>	90	50	1,319	1,386
	<i>Number of service requests evaluated</i>	136	145	99	67
	<i>Number of repairs on distribution system</i>	102	85	41	62
<i>Provide contractors and public with pertinent information as it relates to water distribution system</i>	<i>Number of locates</i>	665	650	773	833
	<i>Promotion of "call before you dig" service</i>				
<i>Provide high quality service</i>	<i>Number of replaced meters</i>	34	90	56	36
	<i>Delinquent account shutoffs</i>	659	450	404	450
	<i>Water turn on/off requests</i>	1,268	1,258	1,284	1,250
	<i>Line leak checks</i>	120	143	201	240



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.
- Two pressure booster pump stations; Taylor Pump Station to serve customers on Taylor Avenue, Parks Road, Cambria Place and Holly Pump Station to serve Holly Avenue
- 456 fire hydrants within the distribution system (389 public and 67 private).
- There are 3,979 metered water service connections (3,869 active accounts as of April, 2019 billing and approximately 110 accounts idle).
- 45 fire service connections.
- One pressure regulating station
- There are 1,506 private backflow devices throughout the municipal water system. There are an additional 80 devices on city buildings and parks water services, for a total of 1,586.



Water main line replacement Chestnut Street

**City of Cottage Grove
Fiscal Year 2019-20 Budget**

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

2019-20

2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
PERSONNEL SERVICES						
21,507	24,575	26,500	60240 UTILITIES CLERK - 0.53 FTE	27,805	27,805	27,130
6,093	6,441	7,695	60250 FINANCE CLERK -0.32 FTE	12,350	12,350	12,440
23,880	14,495	15,690	60299 PUBLIC WORKS/DEVEL. DIRECTOR - 0.16 FTE	17,275	17,275	17,275
38,578	36,593	37,165	60410 ADMINISTRATIVE AIDE - 0.83 FTE	40,375	40,375	39,645
17,437	17,844	18,405	60430 CITY ENGINEER - 0.21 FTE	19,200	19,200	19,200
37,092	37,212	36,160	60440 UTILITIES MAINT. SUPERVISOR - 0.49 FTE	35,260	35,260	35,260
30,062	30,754	31,740	60450 FLEET & FACILITIES MANAGER - 0.40 FTE	33,075	33,075	33,075
214,350	228,950	233,290	60480 UTILITY MAINTENANCE WORKER - 5.03 FTE	273,480	273,480	273,480
1,067	774	4,800	61100 OVERTIME	4,800	4,800	4,800
6,401	5,534	8,420	62010 WORKERS' COMPENSATION	11,655	11,655	11,655
391	399	850	62020 UNEMPLOYMENT	930	930	930
29,287	29,746	35,520	62030 FICA	39,670	39,670	39,565
184	191	200	63010 LIFE INSURANCE	235	235	235
63,535	66,142	78,305	63020 RETIREMENT	91,095	91,095	80,125
2,005	2,072	2,110	63030 DISABILITY INSURANCE	2,740	2,740	2,740
131,963	134,634	147,450	63040 HEALTH INSURANCE	149,620	149,620	149,620
0	2,250	2,650	63050 DEFERRED COMPENSATION	3,765	3,765	3,765
623,831	638,605	686,950	TOTAL PERSONNEL SERVICES	763,330	763,330	750,940
MATERIALS AND SERVICES						
34,472	56,325	60,000	71000 CONTRACTUAL SERVICES	60,000	60,000	60,000
1,489	1,416	2,000	71210 CLOTHING ALLOWANCE	2,000	2,000	2,000
22,433	29,461	35,000	71500 ELECTRICITY	40,000	40,000	40,000
6,690	8,713	7,500	71520 TELEPHONE	7,500	7,500	7,500
1,487	1,064	2,000	71530 NATURAL GAS	2,500	2,500	2,500
8,852	14,269	12,000	71540 FUEL & LUBRICANTS	12,500	12,500	12,500
1,692	1,855	2,000	71560 COMMUNICATIONS SERVICE	1,000	1,000	1,000
4,509	1,586	4,500	71700 BUILDING MAINT. & REPAIR	5,000	5,000	5,000
12,585	17,159	18,500	71710 EQUIPMENT MAINT. & REPAIR	15,000	15,000	15,000
6,771	10,484	12,500	71720 VEHICLE MAINT. & REPAIR	12,500	12,500	12,500
0	0	400	71730 RADIO MAINT. & REPAIR	250	250	250
0	50	500	72000 COMPUTER SERVICE & SUPPLIES	500	500	500
108	240	500	72010 OFFICE SUPPLIES	500	500	500
8,080	13,619	15,000	72100 MINOR EQUIPMENT & TOOLS	10,000	10,000	10,000
392	394	5,000	72120 EQUIP. RENTAL & LEASE	2,500	2,500	2,500
685	993	1,500	72400 LAB TESTS & SUPPLIES	1,500	1,500	1,500
0	0	1,000	72410 TREATMENT CHEMICALS	1,000	1,000	1,000
2,581	2,449	3,000	72510 SAFETY EQUIPMENT	2,500	2,500	2,500
1,511	1,070	1,500	72600 CLEANING SUPPLIES	1,000	1,000	1,000
6,272	7,437	10,000	73000 SAND & GRAVEL	7,500	7,500	7,500
264	1,046	3,000	73010 ASPHALT & CONCRETE	3,000	3,000	3,000
34,728	34,576	55,000	73100 WATER PIPE & APPURTENANCES	40,000	40,000	40,000
2,126	6,941	15,000	73110 HYDRANTS	25,000	25,000	25,000
14,254	13,002	15,000	73120 WATER METERS	15,000	15,000	15,000
0	0	0	73420 CREDIT CARD PROCESSING FEE	17,000	17,000	17,000
8,365	13,154	10,000	73600 MISC. SUPPLIES & EXPENSE	10,000	10,000	10,000
180,347	237,301	292,400	TOTAL MATERIALS AND SERVICES	295,250	295,250	295,250
804,178	875,906	979,350	TOTAL EXPENDITURES	1,058,580	1,058,580	1,046,190





PUBLIC WORKS & DEVELOPMENT**WATER PRODUCTION****OVERVIEW**

Water Production 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, 2 finished water high level storage reservoirs, 2 finished water booster pumping stations and 14 water quality sampling stations.

Water Production also monitors, protects, and influences watershed management, in conjunction with Federal, State and Local agencies and private landowners. Water Production is an integral part of the City's water utility, and it works hand in hand with Water Distribution to provide a quality water supply.

OPERATIONAL OBJECTIVES

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

Water Production 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 Water Production 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 operations of membrane filtration water treatment facilities.
- Be an active & supportive member of the AWWA-PNWS 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 design engineering firm in expansion of the Row River WTP.
- Work with the City's consultants on development of a Water Management and Conservation Plan and updating the Water System Master Plan.

- Assist City Staff with the continued administration of the City's Drinking Water Protection Plan approved by the Oregon Health Authority Drinking Water Services.
- Research opportunities to acquire land for future finished water pumping/storage facilities.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2018-19

- Hosted tours of water treatment plant facilities to professional & community organizations.
- Training of a new full time employee; Water Treatment Plant Operator-in-Training.
- Staff working with the City's consultant on a Water Management and Conservation Plan.
- Staff attended various training workshops dealing with water treatment plant operations.
- Assisted City's legal representatives with certification of the City's Municipal water rights.
- Staff attended Oregon Water Utility Council monthly meetings.
- Assisted the CFWWC & Lincoln Middle School "Waters" class with their monthly outings.
- Commercial divers vacuumed clean the RRWTP river intake tank and membrane feed tanks.
- All staff were equipped with iPads for remote connection to the RRWTP SCADA system.
- Installed a new Row River Water Treatment Plant raw water mixing pump.
- Collected weekly raw water samples testing for Harmful Algal Bloom Cyanotoxins.
- Staff working with design consultant on expansion of RRWTP from 4 to 6 MGD of filtration.
- Conducted three year cycle testing of 40 community target homes for Lead and Copper.
- Participated in Harmful Algae Bloom Stake Holders annual meeting and technical workshop.
- Hosted and participated in Northwest Membrane Operator Association Workshop.
- Installed a reagentless chlorine analyzer at Knox Hill reservoir site.
- WTP staff attended a "Specialized" 3 day membrane operations class put on by NWMOA.
- Installed an electric security entrance gate to the RRWTP.
- Participated in Government Accounting Office research on Climate Change and Resilience.
- Completed the removal of hazard trees at the City reservoir site.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2018-19

- No significant changes being proposed.

FULL-TIME EQUIVALENT POSITIONS

<i>Position</i>	Actual 2016-17	Actual 2017-18	Adopted 2018-19	Adopted 2019-20
PW & Development Director	0.15	0.09	0.09	0.09
Administrative Aide	0.15	0.15	0.15	0.15
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	3.05	3.05
Temporary Worker	0.33	0.00	0.00	0.00
Total FTE	3.78	3.39	4.39	4.39

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2016-17	Actual 2017-18	Estimate 2018-19	Estimate 2019-20
<i>Meet EPA's drinking water standards</i>	<i>Potable Water Produced (mil gal/yr)</i>	452	455	487	490
	<i>Consumer Confidence Reports distributed</i>	4292	4384	4427	4430
	<i>Number of Sampling & Testing Performed</i>				
	<i>Daily: WTP</i>	1263	1301	1438	1450
	<i>Turbidity of filtered water every 4 hrs</i>				
	<i>Daily: EP</i>				
	<i>Chlorine residual</i>	366	365	365	365
	<i>pH</i>	366	365	365	365
	<i>Temperature</i>	366	365	365	365
	<i>Weekly: DS</i>				
	<i>Bacteriological 4/wk</i>	208	206	203	208
	<i>Chlorine residual</i>	208	206	203	208
	<i>Monthly: RWS</i>				
	<i>Total and E. coli Bacteriological</i>	12	16	22	12
	<i>Quarterly: RWS</i>				
	<i>Total Organic Carbon</i>	4	4	4	4
	<i>Quarterly: WTP</i>				
	<i>Total Organic Carbon</i>	4	4	4	4
	<i>Quarterly: DS</i>				
	<i>Trihalomethanes</i>	8	8	8	32
	<i>Holacetic Acids</i>	10	10	10	40
	<i>Annually: EP</i>				
	<i>Nitrate</i>	1	1	1	1
	<i>Volatile Organics - Regulated</i>	23	23	23	23
	<i>Volatile Organics - Non-Regulated</i>	21	21	22	22
	<i>Every 3 years: EP</i>				
	<i>Synthetic Organic Chemicals</i>	<i>Due 2017</i>	96	<i>Due 2020</i>	<i>Due 2020</i>
	<i>Every 3 years: DS</i>				
	<i>Lead</i>	<i>Due 2018</i>	<i>Due 2018</i>	40	<i>Due 2021</i>
	<i>Copper</i>	<i>Due 2018</i>	<i>Due 2018</i>	40	<i>Due 2021</i>
	<i>pH</i>	<i>Due 2018</i>	<i>Due 2018</i>	14	<i>Due 2021</i>
	<i>Every 6 years: DS</i>				
	<i>None Due</i>	<i>None Due</i>	<i>None Due</i>	<i>None Due</i>	<i>None Due</i>
	<i>Every 9 years: EP</i>				
	<i>Radionuclides - Radium 226/228</i>	<i>Due 2024</i>	<i>Due 2024</i>	<i>Due 2024</i>	<i>Due 2024</i>
	<i>Radionuclides - Uranium</i>	<i>Due 2024</i>	<i>Due 2024</i>	<i>Due 2024</i>	<i>Due 2024</i>
	<i>Radionuclides - Gross Alpha</i>	<i>Due 2018</i>	<i>Due 2018</i>	1	<i>Due 2024</i>
	<i>Inorganic Chemicals</i>	<i>Due 2020</i>	<i>Due 2020</i>	<i>Due 2020</i>	<i>Due 2020</i>
	<i>Nitrate</i>	<i>Due 2020</i>	<i>Due 2020</i>	<i>Due 2020</i>	<i>Due 2020</i>
	<i>Arsenic</i>	<i>Due 2020</i>	<i>Due 2020</i>	<i>Due 2020</i>	<i>Due 2020</i>
	<i>Every 9 years: DS</i>				
	<i>Asbesetos</i>	<i>Due 2020</i>	<i>Due 2020</i>	<i>Due 2020</i>	<i>Due 2020</i>

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



DID YOU KNOW?

Water Production Facts

- Total current treatment capacity of the Row River WTP = 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 with water from your tap 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 Outstanding Performer Recognition by Oregon Health Authority Drinking Water Services in 2017.



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



The Row River Water Treatment Plant received the 2016 Small Facility Outstanding Membrane Plant Award from the Northwest Membrane Operator Association.

**City of Cottage Grove
Fiscal Year 2019-20 Budget**

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

2019-20

2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
PERSONNEL SERVICES						
14,328	8,153	8,830	60299 PUBLIC WORKS/DEVEL. DIRECTOR - 0.09 FTE	9,720	9,720	9,720
6,979	6,533	6,860	60410 ADMINISTRATIVE AIDE - 0.15 FTE	8,220	8,220	8,110
4,152	4,248	4,385	60430 CITY ENGINEER - 0.05 FTE	4,570	4,570	4,570
3,758	3,844	3,975	60450 FLEET & FACILITIES MANAGER - 0.05 FTE	4,135	4,135	4,135
73,176	74,868	77,285	60460 WATER PRODUCTION SUPERVISOR - 1.0 FTE	80,490	80,490	80,490
121,634	124,041	172,820	60480 UTILITY MAINTENANCE WORKER - 3.05 FTE	186,985	186,985	186,985
5,425	5,612	5,500	61100 OVERTIME	5,500	5,500	5,500
4,303	3,610	5,335	62010 WORKERS' COMPENSATION	8,000	8,000	8,000
230	228	470	62020 UNEMPLOYMENT	600	600	600
17,297	17,130	20,080	62030 FICA	25,450	25,450	25,450
94	93	110	63010 LIFE INSURANCE	130	130	130
42,674	49,197	57,950	63020 RETIREMENT	67,230	67,230	60,750
1,145	1,137	1,150	63030 DISABILITY INSURANCE	1,575	1,575	1,575
79,151	68,180	70,900	63040 HEALTH INSURANCE	82,775	82,775	82,775
0	2,111	2,190	63050 DEFERRED COMPENSATION	4,480	4,480	4,480
374,346	368,986	437,840	TOTAL PERSONNEL SERVICES	489,860	489,860	483,270
MATERIALS AND SERVICES						
14,276	17,853	15,000	71000 CONTRACTUAL SERVICES	20,000	20,000	20,000
84,839	90,507	85,000	71500 ELECTRICITY	85,000	85,000	85,000
10,886	11,474	13,000	71520 TELEPHONE	13,000	13,000	13,000
2,638	3,053	5,000	71540 FUEL & LUBRICANTS	5,000	5,000	5,000
447	447	500	71560 COMMUNICATIONS SERVICE	500	500	500
3,166	5,610	5,000	71700 BUILDING MAINT. & REPAIR	5,000	5,000	5,000
13,327	19,534	20,000	71710 EQUIPMENT MAINT. & REPAIR	20,000	20,000	20,000
966	171	2,000	71720 VEHICLE MAINT. & REPAIR	1,000	1,000	1,000
0	0	500	71730 RADIO MAINT. & REPAIR	100	100	100
0	0	500	71750 METER MAINT. & REPAIR	500	500	500
1,487	822	1,500	72000 COMPUTER SERVICE & SUPPLIES	1,500	1,500	1,500
251	0	500	72010 OFFICE SUPPLIES	500	500	500
773	998	2,000	72100 MINOR EQUIPMENT & TOOLS	2,000	2,000	2,000
0	120	1,000	72120 EQUIPMENT RENTAL & LEASE	1,000	1,000	1,000
735	43	1,500	72300 BUILDING SUPPLIES	1,500	1,500	1,500
9,992	12,444	25,000	72400 LAB TESTS & SUPPLIES	35,000	35,000	35,000
37,751	49,572	55,000	72410 TREATMENT CHEMICALS	60,000	60,000	60,000
135	0	300	72510 SAFETY EQUIPMENT	300	300	300
1,249	1,637	3,000	73600 MISC. SUPPLIES & EXPENSE	3,000	3,000	3,000
182,921	214,286	236,300	TOTAL MATERIALS AND SERVICES	254,900	254,900	254,900
557,267	583,272	674,140	TOTAL EXPENDITURES	744,760	744,760	738,170



FUND: ENTERPRISE

FUND/DEPARTMENT #: 202-295

PUBLIC WORKS & DEVELOPMENT

WATER NON-DEPARTMENTAL

OVERVIEW

The purpose of Water Non-Departmental 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.

OPERATIONAL OBJECTIVES

- Pay dues for membership in the American Water Works Association, Northwest Membrane Operator Association, Oregon Association of Water Utilities, 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. Additionally dues are paid to The Coast Fork Willamette Watershed Council for watershed enhancement and drinking water protection plan support activities.
- 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.
- Pay fees to the Oregon Health Authority/DWS for Water System Surveys.
- Provide funding for utility billing printing and mailing costs.
- Provide 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.
- Pay 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 Water Production and the Water Distribution.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2018-19

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

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2018-19

- No significant budget changes proposed.

**City of Cottage Grove
Fiscal Year 2019-20 Budget**

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

2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	DESCRIPTION	2019-20		
				PROPOSED	APPROVED	ADOPTED
MATERIALS & SERVICES						
582	1,023	1,000	70030 ADVERTISING	1,000	1,000	1,000
402	230	750	70040 CONSUMER CONFIDENCE REPORT	500	500	500
5,714	5,810	6,000	70100 AUDIT EXPENSE	6,500	6,500	6,500
36,128	33,646	38,000	70400 INSURANCE & BONDS	38,000	38,000	38,000
250	250	500	71012 EMAIL & WEB SERVICES	500	500	500
226	1,992	1,200	71600 POSTAGE	1,200	1,200	1,200
11,983	12,569	13,500	71610 UTILITY BILLING POSTAGE	13,500	13,500	13,500
7,131	7,293	5,000	72000 COMPUTER PROGRAMS & SUPPLIES	10,000	10,000	10,000
2,226	2,703	3,000	72010 OFFICE SUPPLIES	3,000	3,000	3,000
716	767	1,000	72030 BOOKS, MAPS & PERIODICALS	1,000	1,000	1,000
0	0	1,000	72100 MINOR EQUIPMENT-TOOLS	500	500	500
6,595	302	500	73600 MISCELLANEOUS SUPPLIES	500	500	500
50	136	2,500	74000 PROGRAM FEES & DUES	1,000	1,000	1,000
4,928	5,587	7,500	74100 PROFESSIONAL ASSOCIATION DUES	7,500	7,500	7,500
2,915	2,144	5,000	74200 EDUCATION & REGISTRATION FEES	6,000	6,000	6,000
2,750	2,250	3,000	74210 TRAVEL & SUBSISTENCE	3,000	3,000	3,000
419	172	1,000	74300 EMPLOYEE MEDICAL EXAMS & TESTS	500	500	500
2,750	3,500	2,500	76133 WATERSHED COUNCIL	2,500	2,500	2,500
70,954	68,935	68,950	79900 ADMINISTRATION FEE	69,020	69,020	69,020
20,000	20,000	20,000	79910 ENGINEERING SERVICE FEES	20,000	20,000	20,000
176,721	169,308	181,900	TOTAL MATERIALS & SERVICES	185,720	185,720	185,720
CAPITAL OUTLAY						
892	0	0	84010 WORK EQUIPMENT	0	0	0
892	0	0	TOTAL CAPITAL OUTLAY	0	0	0
DEBT SERVICE						
2,531	0	0	90110-081 LOAN PAYMENT - PERS UAL	0	0	0
13,929	0	0	90111-083 LOAN INTEREST PAYMENT - PERS UAL	0	0	0
75	0	0	90115-000 LOAN TRUSTEE FEES	0	0	0
16,535	0	0	TOTAL DEBT SERVICE	0	0	0
TRANSFERS						
0	17,419	18,310	90217 TRANSFER TO DEBT SERVICE	19,200	19,200	19,200
90,000	100,000	100,000	90232 TRANSFER TO WATER RESERVE FUND	125,000	125,000	125,000
90,000	117,419	118,310	TOTAL TRANSFERS	144,200	144,200	144,200
0	0	344,200	99000 CONTINGENCY	380,440	380,440	399,420
0	0	0	99010 UNAPPROPRIATED ENDING BALANCE	0	0	0
649,419	671,485	0	99020 ENDING BALANCE	0	0	0
649,419	671,485	344,200	TOTAL ENDING BALANCE	380,440	380,440	399,420
933,567	958,212	644,410	TOTAL EXPENDITURES	710,360	710,360	729,340
2,295,012	2,434,051	2,297,900	TOTAL WATER FUND EXPENDITURES	2,513,700	2,513,700	2,513,700

**City of Cottage Grove
Fiscal Year 2019-20 Budget**

**302-000 WASTEWATER FUND
REVENUE**

2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	DESCRIPTION	2019-20		
				PROPOSED	APPROVED	ADOPTED
272,339	368,886	315,000	41010 CARRYOVER	450,000	450,000	450,000
1,446,749	1,515,207	1,530,000	45040 WASTEWATER DISP USER CHARGES	1,575,000	1,575,000	1,575,000
167,909	203,227	190,000	45044 GOLF COURSE FEES	190,000	190,000	190,000
30,383	41,011	32,000	45045 PRO SHOP	32,000	32,000	32,000
39,018	51,835	42,000	45046 CLUB/CART RENTALS	42,000	42,000	42,000
28,276	31,714	31,000	45047 DELI SALES	31,000	31,000	31,000
11,943	11,943	11,945	45049 CG HOSPITAL MOWING FEES	11,945	11,945	11,945
1,724,277	1,854,936	1,836,945	TOTAL CHARGES FOR SERVICE	1,881,945	1,881,945	1,881,945
0	2,589	0	51130 STATE & LOCAL GRANTS	0	0	0
2,880	5,926	2,500	53200 INTEREST REVENUE	5,000	5,000	5,000
			MISCELLANEOUS REVENUE			
702	556	600	54010 CREDIT BUREAU	400	400	400
12,016	1,877	1,000	54050 AUCTION PROCEEDS	1,000	1,000	1,000
4,459	6,290	2,500	54060 MISCELLANEOUS REVENUE	2,500	2,500	2,500
10,740	10,815	11,640	54250 RENTAL PROPERTY REVENUE	11,640	11,640	11,640
27,917	19,538	15,740	TOTAL MISCELLANEOUS REVENUE	15,540	15,540	15,540
2,027,414	2,251,875	2,170,185	TOTAL REVENUE	2,352,485	2,352,485	2,352,485



PUBLIC WORKS & DEVELOPMENT**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

- Continue video inspection of the collection system to assess sewer pipe conditions.
- Seal coat 15 sewer manholes to reduce storm water infiltration.
- Repair or replace 1,000' of sewer mainlines with the focus of stopping storm water infiltration.
- Re-establish a Fats, Oils, and Grease (FOG) inspection program. Goal to inspect all businesses in City limits, about 50.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2018-19

- Replaced over 2,000 lineal feet of failing sewer mainlines. Approximately 1,500 feet used the pipe burst method minimizing trenches in the streets.
- Replaced over 1,000 feet of failed sewer lateral and collector lines.
- Installed new lift station pumps in the M & Anthony Street Lift Station.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2018-19

- A 3.0% water rate increase is proposed. This increase follows the proposed 5 year utility rate plan.

FULL-TIME EQUIVALENT POSITIONS

<i>Position</i>	Actual 2016-17	Actual 2017-18	Adopted 2018-19	Adopted 2019-20
Utilities Clerk	0.42	0.42	0.42	0.42
Finance Clerk	0.20	0.20	0.20	0.30
PW & Development Director	0.15	0.16	0.16	0.16
Administrative Aide	0.40	0.40	0.40	0.40
City Engineer	0.11	0.11	0.11	0.11
Utilities Maint. Supervisor	0.17	0.17	0.17	0.15
Fleet & Facilities Manager	0.15	0.15	0.15	0.15
Utility Maintenance Workers	1.47	1.47	1.47	1.81
Total FTE	3.07	3.08	3.08	3.50

PERFORMANCE MEASUREMENT

<i>Strategy</i>	<i>Measure</i>	Actual 2014-15	Actual 2015-16	Actual 2016-17	Actual 2017-18
<i>Provide a safe and effective conveyance of wastewater</i>	<i>No. of service requests evaluated</i>	40	70	70	44
	<i>No. of plugged sewer mains</i>	30	28	45	6
	<i>No. of lateral lines repaired</i>	8	39	15	13
	<i>No. of sewer spills reported</i>	0	0	0	0
	<i>Feet of sewer lines video</i>	0	3,153	4,235	30,447



DID YOU KNOW?

Wastewater Collection Facts:

- The Department maintains approximately 45.72 miles of sanitary sewer main lines.
- The Department responded to approximately 833 locate requests to locate the utility lines prior to excavation work being performed.
- 54 new sewer connections were made to the existing sewer system and 2 sewer laterals were repaired this year.
- There are a total of 4,315 sewer customers served by the City's sanitary sewer collection system.



Old brick lined manhole on sealed to keep storm water from entering sewer collection system



Pipe bursting new 6" sewer line to replace old 6" concrete line



Contractor pulling in new 6" sewer line







**City of Cottage Grove
Fiscal Year 2019-20 Budget**

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

2019-20

2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
PERSONNEL SERVICES						
17,043	19,474	21,000	60240 UTILITIES CLERK - 0.42 FTE	22,305	22,305	22,050
5,754	6,084	7,270	60250 FINANCE CLERK - 0.30 FTE	11,770	11,770	11,535
14,328	14,495	15,690	60299 PUBLIC WORKS/DEVEL. DIRECTOR - 0.16 FTE	17,275	17,275	17,275
18,721	17,952	18,405	60410 ADMINISTRATIVE AIDE - 0.40 FTE	20,325	20,325	20,030
9,133	9,348	9,640	60430 CITY ENGINEER - 0.11 FTE	10,100	10,100	10,100
12,611	12,652	12,300	60440 UTILITIES MAINT. SUPERVISOR - 0.15 FTE	10,800	10,800	10,800
11,273	11,532	11,905	60450 FLEET & FACILITIES MANAGER - 0.15 FTE	12,410	12,410	12,410
72,471	76,574	79,010	60480 UTILITY MAINTENANCE WORKER - 1.81 FTE	99,245	99,245	99,245
346	250	2,000	61100 OVERTIME	2,000	2,000	2,000
2,348	2,025	3,050	62010 WORKERS' COMPENSATION	4,300	4,300	4,300
162	169	355	62020 UNEMPLOYMENT	410	410	410
12,128	12,579	15,260	62030 FICA	17,655	17,655	17,590
76	79	100	63010 LIFE INSURANCE	100	100	100
25,325	26,848	32,610	63020 RETIREMENT	44,360	44,360	34,500
804	844	870	63030 DISABILITY INSURANCE	2,265	2,265	2,265
53,725	54,788	60,350	63040 HEALTH INSURANCE	64,320	64,320	64,320
0	824	975	63050 DEFERRED COMPENSATION	1,670	1,670	1,670
256,249	266,516	290,790	TOTAL PERSONNEL SERVICES	341,310	341,310	330,600
MATERIALS AND SERVICES						
27,099	32,316	25,000	71000 CONTRACTUAL SERVICES	30,000	30,000	30,000
736	498	750	71210 CLOTHING ALLOWANCE	750	750	750
1,350	1,870	2,000	71500 ELECTRICITY	3,000	3,000	3,000
6,973	7,314	7,500	71520 TELEPHONE	8,000	8,000	8,000
1,137	808	1,500	71530 NATURAL GAS	2,000	2,000	2,000
4,836	7,979	8,000	71540 FUEL & LUBRICANTS	8,500	8,500	8,500
1,128	1,128	1,200	71560 COMMUNICATIONS SERVICE	1,000	1,000	1,000
950	442	1,000	71700 BUILDING MAINT. & REPAIR	1,500	1,500	1,500
9,368	8,620	9,000	71710 EQUIPMENT MAINT. & REPAIR	7,500	7,500	7,500
2,926	694	1,500	71720 VEHICLE MAINT. & REPAIR	1,500	1,500	1,500
0	0	500	71730 RADIO MAINT. & REPAIR	250	250	250
0	587	500	72000 COMPUTER SERVICE & SUPPLIES	250	250	250
0	0	250	72010 OFFICE SUPPLIES	250	250	250
4,800	9,255	10,000	72100 MINOR EQUIPMENT & TOOLS	7,500	7,500	7,500
81	71	1,000	72120 EQUIPMENT RENTAL & LEASE	1,000	1,000	1,000
1,166	1,559	2,000	72510 SAFETY EQUIPMENT	1,500	1,500	1,500
1,009	666	1,000	72600 CLEANING SUPPLIES	1,000	1,000	1,000
1,562	1,701	2,500	73000 SAND & GRAVEL	2,000	2,000	2,000
137	832	1,000	73010 ASPHALT & CONCRETE	2,000	2,000	2,000
814	3,546	5,000	73200 SEWER PIPE	15,000	15,000	15,000
0	0	0	73420 CREDIT CARD PROCESSING FEE	17,000	17,000	17,000
2,837	4,183	5,000	73600 MISC. SUPPLIES & EXPENSE	5,000	5,000	5,000
68,908	84,069	86,200	TOTAL MATERIALS AND SERVICES	116,500	116,500	116,500
325,157	350,586	376,990	TOTAL EXPENDITURES	457,810	457,810	447,100



PUBLIC WORKS & DEVELOPMENT**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 provide treated reuse water for irrigation to Middlefield Golf Course in greater quantities than last year. Expand effluent use into the 174 freeway interchange area.
- Construct the 29 acre effluent storage facility and irrigation system to utilize all the treated effluent during the discharge restricted months.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2018-19

- Rebuilt 3 influent pumps and 3 RAZ pumps.
- West Yost Associates completed the construction documents for a new 29 acre feet storage lagoon and expanded effluent irrigation system.
- Installed a new SCADIA system expanding the plant operation alarms from 3 to 26.

FULL-TIME EQUIVALENT POSITIONS

<i>Position</i>	Actual 2016-17	Actual 2017-18	Adopted 2018-19	Adopted 2019-20
PW & Development Director	0.08	0.08	0.08	0.09
Administrative Aide	0.05	0.12	0.12	0.12
Clerical Assistant	0.07	0.00	0.00	0.00
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	3.05	3.05	3.05	3.05
Total FTE	4.30	4.30	4.30	4.31



Craning in rebuilt motor for clarifier

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2015-16	Actual 2016-17	Actual 2017	Actual 2018	Estimate 2019
<i>Meet EPA's & DEQ's treatment and discharge standards</i>	<i>Millions of gallons treated per year</i>	668.0	830.1	839.8	570.1	700.0
	<i>Dry tone of bio-solids disposed</i>	176	177	199.7	151.02	175
	<i>Permit Violations</i>	0	5	1	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 peak instantaneous flow is 13 million gallons/day (MGD).
- Typical WWTP dry weather flow = 1.0 million gallons/day.
- WWTP wet weather design flow – 3.5 million gallons/day.
- The treatment plant has been designed for the City's anticipated needs through the year 2025.



Large oak tree blocking main treatment plant entrance after snow storm.

**City of Cottage Grove
Fiscal Year 2019-20 Budget**

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

2019-20

2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
PERSONNEL SERVICES						
7,641	8,153	8,830	60299 PUBLIC WORKS/DEVEL. DIRECTOR - 0.09 FTE	9,715	9,715	9,715
5,612	5,317	5,575	60410 ADMINISTRATIVE AIDE - 0.12 FTE	6,265	6,265	6,185
3,758	3,844	3,975	60450 FLEET & FACILITIES MANAGER - 0.05 FTE	4,135	4,135	4,135
13,397	38,263	80,360	60470 WW TREATMENT PLANT SUPERVISOR - 1.0 FTE	73,625	73,625	73,625
177,978	181,534	158,510	60480 UTILITY MAINTENANCE WORKER - 3.05 FTE	172,470	172,470	172,470
613	585	4,000	61100 OVERTIME	4,000	4,000	4,000
4,492	4,194	6,055	62010 WORKERS' COMPENSATION	7,525	7,525	7,525
209	238	490	62020 UNEMPLOYMENT	535	535	535
15,605	17,772	22,560	62030 FICA	23,025	23,025	23,020
93	111	125	63010 LIFE INSURANCE	125	125	125
42,842	46,764	54,860	63020 RETIREMENT	67,425	67,425	55,245
1,093	1,285	1,310	63030 DISABILITY INSURANCE	1,710	1,710	1,710
60,208	62,864	92,250	63040 HEALTH INSURANCE	72,015	72,015	73,715
0	224	130	63050 DEFERRED COMPENSATION	210	210	210
333,541	371,149	439,030	TOTAL PERSONNEL SERVICES	442,780	442,780	432,215
MATERIALS AND SERVICES						
8,154	8,955	0	71000 CONTRACTUAL SERVICES	10,000	10,000	10,000
1,064	989	1,500	71210 CLOTHING ALLOWANCE	1,500	1,500	1,500
104,976	99,426	116,500	71500 ELECTRICITY	115,000	115,000	115,000
7,235	7,927	7,500	71520 TELEPHONE	7,500	7,500	7,500
909	603	900	71530 NATURAL GAS	900	900	900
3,350	3,213	5,000	71540 FUEL & LUBRICANTS	5,000	5,000	5,000
954	2,034	3,500	71700 BUILDING MAINT. & REPAIR	3,500	3,500	3,500
29,907	34,975	35,000	71710 EQUIPMENT MAINT. & REPAIR	35,000	35,000	35,000
58	0	500	71720 VEHICLE MAINT. & REPAIR	500	500	500
1,078	730	2,500	72100 MINOR EQUIPMENT & TOOLS	2,500	2,500	2,500
2,021	570	2,000	72120 EQUIPMENT RENTAL & LEASE	2,000	2,000	2,000
15,746	19,165	15,000	72400 LAB TESTS & SUPPLIES	17,000	17,000	17,000
94,545	86,831	86,000	72410 TREATMENT CHEMICALS	90,000	90,000	90,000
56,573	46,256	55,000	72435 BIOSOLIDS DISPOSAL	60,000	60,000	60,000
272	179	500	72600 CLEANING SUPPLIES	1,000	1,000	1,000
5,945	3,427	4,000	73600 MISC. SUPPLIES & EXPENSE	4,000	4,000	4,000
332,789	315,281	335,400	TOTAL MATERIALS AND SERVICES	355,400	355,400	355,400
666,330	686,430	774,430	TOTAL EXPENDITURES	798,180	798,180	787,615



FUND: ENTERPRISE

FUND/DEPARTMENT #: 302-326

PUBLIC WORKS & DEVELOPMENT

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 in the Pro shop.
- Provide training of employees to enhance the operation, maintenance, and improvements.

BUDGET YEAR OBJECTIVES

- Expand usage of course for traditional golf and other community uses.
- Promote Middlefield Golf Course to increase revenue from Greens Fees, Pro Shop sales, and Deli sales.
- Build a new golf storage building to rent spaces for private golf carts.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2018-19

- Hosted 5 community golf tournaments.
- Hosted Cottage Grove High School golf teams for practice and tournaments.
- Increased visibility, promoting the Course through the use of Groupon and radio advertisements, resulting in increased revenues.
- Built a golf cart wash station.
- Cleaned up downed trees and limbs after snow storm.
- New maintenance equipment purchased; sprayer, top dresser, equipment lift, power leaf rake, and a used fairway mower.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2018-19

- None



FULL-TIME EQUIVALENT POSITIONS

<i>Position</i>	Adopted 2016-17	Adopted 2017-18	Adopted 2018-19	Adopted 2019-20
Community Services Director	0.15	0.15	0.00	0.00
Pro Shop Manager	1.00	1.00	1.00	1.00
Pro Shop Assistant	1.45	1.45	1.63	1.63
Golf Course Superintendent	1.00	1.00	1.00	1.00
Groundskeeper Reg. Part-Time Worker	2.77	3.23	3.23	3.46
Total FTE	6.37	6.83	6.86	7.09

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	ACTUAL 2015-16	ACTUAL 2016-17	Actual 2017-18	YTD 2018-19
<i>Use reuse water for irrigation purposes</i>	<i>Total Number of gallons applied</i>	33.2 MG	27.8 MG	58.597 MG	45.85 MG
<i>Provide facility for community golf programs and tournaments annually</i>	<i>No. of tournaments</i>	14	9	5	6
	<i>No. of annual memberships</i>	89	65	47	39
	<i>Weekday Rounds</i>	6,386	4,119	6,745	5,067
	<i>Weekend Rounds</i>	3,133	1,633	3,687	3,137
	<i>Member Rounds</i>	7,891	4,908	6,335	4,230
	<i>Comp. Rounds</i>	918	472	499	332
	Total Rounds	18,328	11,132	17,266	12,766
	<i>Attendance at Golf Camp</i>	30	30	30	30
<i>Increase Sales to support operations & maintenance</i>	<i>No. of High School Golf Events</i>	8	4	5	8
	<i>Clubs/Cart rental</i>	\$ 49,791	\$ 28,038	\$ 51,835	\$ 42,000
	<i>Deli Shop revenue</i>	\$ 36,003	\$ 20,675	\$ 31,714	\$ 25,000
	<i>Pro Shop revenue</i>	\$ 39,738	\$ 21,908	\$ 41,011	\$ 28,000
	<i>Golf Course Fees</i>	\$ 197,816	\$ 167,908	\$ 203,226	\$ 150,000
	Total Sales	\$ 323,348	\$ 238,529	\$ 327,786	\$ 245,000



New golf cart wash station



New greens mower



New fairway mower



New top dresser



New equipment hoist



New spray truck

**City of Cottage Grove
Fiscal Year 2019-20 Budget**

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

			2019-20			
2016-17	2017-18	2018-19	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
ACTUAL	ACTUAL	BUDGET				
PERSONNEL SERVICES						
46,920	48,000	49,200	60476 GOLF SHOP MANAGER - 1.0 FTE	51,650	51,650	51,650
24,861	28,130	37,395	60477 GOLF SHOP ASSISTANT - 1.63 FTE	31,805	31,805	31,805
49,765	59,816	65,115	60478 GOLF COURSE SUPERINTENDENT - 1.0 FTE	73,050	73,050	73,050
53,999	72,918	95,630	61010 GROUNDSKEEPER/REG. PT. WORK - 3.46 FTE	108,745	108,745	108,745
0	0	400	61100 OVERTIME	400	400	400
1,519	2,078	3,340	62010 WORKERS' COMPENSATION	4,350	4,350	4,350
172	211	495	62020 UNEMPLOYMENT	535	535	535
13,586	16,000	21,430	62030 FICA	22,950	22,950	22,950
50	55	75	63010 LIFE INSURANCE	75	75	75
11,721	20,927	25,225	63020 RETIREMENT	25,650	25,650	25,650
542	609	620	63030 DISABILITY INSURANCE	725	725	725
26,980	26,969	28,050	63040 HEALTH INSURANCE	29,475	29,475	29,475
0	0	495	63050 DEFERRED COMPENSATION	520	520	520
230,114	275,711	327,470	TOTAL PERSONNEL SERVICES	349,930	349,930	349,930
MATERIALS AND SERVICES						
7,207	3,186	6,000	70030 ADVERTISING	6,000	6,000	6,000
5,884	7,181	7,500	71000 CONTRACTUAL SERVICES	8,000	8,000	8,000
2,598	2,542	700	71020 LICENSES & PERMITS	500	500	500
240	308	1,000	71210 CLOTHING ALLOWANCE	1,000	1,000	1,000
19,247	21,852	20,000	71500 ELECTRICITY	25,000	25,000	25,000
7,364	6,577	7,500	71520 TELEPHONE	8,000	8,000	8,000
1,272	1,273	1,200	71530 NATURAL GAS	1,200	1,200	1,200
6,144	11,014	10,000	71540 FUEL & LUBRICANTS	12,000	12,000	12,000
1,342	6,659	7,500	71700 BUILDING MAINT. & REPAIR	7,500	7,500	7,500
27,422	23,939	25,000	71710 EQUIPMENT MAINT. & REPAIR	21,000	21,000	21,000
0	0	500	71720 VEHICLE MAINT. & REPAIR	500	500	500
335	1,385	1,500	72000 COMPUTER SERVICE & SUPPLIES	1,500	1,500	1,500
149	578	600	72010 OFFICE SUPPLIES	600	600	600
0	0	200	72030 BOOKS, MAPS & PERIODICALS	200	200	200
1,083	1,561	2,000	72100 MINOR EQUIPMENT & TOOLS	2,000	2,000	2,000
0	613	1,000	72120 EQUIPMENT RENTAL & LEASE	1,000	1,000	1,000
347	48	1,500	72200 LANDSCAPING SUPPLIES	1,000	1,000	1,000
5,748	2,474	7,500	72320 IRRIGATION PARTS & SUPPLIES	8,000	8,000	8,000
10,781	13,481	20,000	72330 SUPPLIES/PRO SHOP INVENTORY	20,000	20,000	20,000
19,359	22,713	20,000	72340 SUPPLIES/DELI FOOD	20,000	20,000	20,000
15,534	15,289	20,000	72430 CHEMICALS/FERTILIZER	17,500	17,500	17,500
906	1,379	1,500	72600 CLEANING SUPPLIES	1,500	1,500	1,500
5,291	5,800	6,500	73000 SOIL/SAND/GRAVEL	6,500	6,500	6,500
7,381	6,817	6,000	73600 MISC. SUPPLIES & EXPENSE	6,000	6,000	6,000
2,170	2,065	2,500	74100 PROFESSIONAL ASSOC. DUES	2,000	2,000	2,000
132	591	2,000	74200 EDUCATION & REGISTRATION FEES	1,000	1,000	1,000
0	227	2,000	74210 TRAVEL & SUBSISTENCE	1,500	1,500	1,500
15	0	2,000	76000 ANIMAL CONTROL	0	0	0
147,951	159,550	183,700	TOTAL MATERIALS AND SERVICES	181,000	181,000	181,000
378,065	435,261	511,170	TOTAL EXPENDITURES	530,930	530,930	530,930



FUND: ENTERPRISE

FUND/DEPARTMENT #: 302-395

PUBLIC WORKS & DEVELOPMENT

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 2019-20 Budget**

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

2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	DESCRIPTION	2019-20		
				PROPOSED	APPROVED	ADOPTED
MATERIALS & SERVICES						
370	565	1,500	70030 ADVERTISING	1,000	1,000	1,000
6,018	6,065	6,350	70100 AUDIT EXPENSE	7,000	7,000	7,000
61,787	58,553	60,000	70400 INSURANCE & BONDS	60,000	60,000	60,000
702	781	1,000	71000 CONTRACTUAL SERVICES	1,500	1,500	1,500
150	150	600	71012 EMAIL & WEB SERVICES	500	500	500
128	21	250	71600 POSTAGE	750	750	750
4,553	4,956	5,000	71610 UTILITY BILLING POSTAGE	5,000	5,000	5,000
5,601	4,625	5,000	72000 COMPUTER PROGRAMS & SUPPLIES	10,000	10,000	10,000
560	719	1,000	72010 OFFICE SUPPLIES	1,000	1,000	1,000
103	0	300	72030 BOOKS, MAPS & PERIODICALS	300	300	300
0	0	1,500	72100 MINOR EQUIPMENT-TOOLS	1,000	1,000	1,000
8,192	10,002	8,500	73220 NDPES DISCHARGE PERMIT	8,500	8,500	8,500
50	50	1,000	74000 PROGRAM FEES & DUES	500	500	500
2,723	2,267	3,000	74100 PROFESSIONAL ASSOCIATION DUES	3,000	3,000	3,000
1,632	1,021	2,500	74200 EDUCATION & REGISTRATION FEES	2,500	2,500	2,500
881	530	1,000	74210 TRAVEL & SUBSISTENCE	1,000	1,000	1,000
494	30	600	74300 EMPLOYEE MEDICAL EXAMS & TESTS	500	500	500
630	780	1,000	76010 RODENT CONTROL	1,000	1,000	1,000
0	3,500	2,500	76133 WATERSHED COUNCIL	2,500	2,500	2,500
71,011	69,000	68,700	79900 ADMINISTRATION FEE	69,045	69,045	69,045
20,000	20,000	20,000	79910 ENGINEERING SERVICE FEES	20,000	20,000	20,000
185,585	183,617	191,300	TOTAL MATERIALS & SERVICES	196,595	196,595	196,595
CAPITAL OUTLAY						
892	0	0	84010 WORK EQUIPMENT	0	0	0
892	0	0	TOTAL CAPITAL OUTLAY	0	0	0
DEBT SERVICE						
1,750	0	0	90110-081 LOAN PAYMENT - PERS UAL	0	0	0
40,000	0	0	90110-091 LOAN PAYMENT - LOCAP GOLF	0	0	0
17,141	0	0	90110-092 LOAN PAYMENT - GOLF & HOUSE	0	0	0
9,627	0	0	90111-083 LOAN INTEREST PAYMENT - PERS UAL	0	0	0
21,038	0	0	90111-093 LOAN INTEREST PAYMENT - LOCAP GOLF	0	0	0
12,872	0	0	90111-094 LOAN INTEREST PAYMENT - GOLF & HOUSE	0	0	0
52	0	0	90115 LOAN TRUSTEE FEES	0	0	0
19	0	0	90116 LOCAP ADMINISTRATION FEE	0	0	0
102,498	0	0	TOTAL DEBT SERVICE	0	0	0
0	103,114	106,075	90217 TRANSFER TO DEBT SERVICE	105,365	105,365	105,380
0	50,000	30,000	90235 TRANSFER TO WASTEWATER RESERVE FUND	50,000	50,000	50,000
0	0	180,220	99000 CONTINGENCY	213,605	213,605	234,865
368,886	442,868	0	99020 ENDING BALANCE	0	0	0
657,861	779,598	507,595	TOTAL EXPENDITURES	565,565	565,565	586,840
2,027,414	2,251,875	2,170,185	TOTAL WASTEWATER FUND EXPENDITURES	2,352,485	2,352,485	2,352,485

PUBLIC WORKS & DEVELOPMENT**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.

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
- Separate cross connections (storm water connected to sanitary sewer) when possible and reconnect to appropriate system.
- Complete and Adopt Low Impact Design Standards for onsite storm drainage treatment.
- Pipe Burst 30" storm drain line draining McDonald's Truck Parking Lot.
- Install filters into existing storm drain catch basins.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2018-19

- A 7.9% water rate increase is proposed. This increase follows the proposed 5 year utility rate plan.

FULL-TIME EQUIVALENT POSITIONS

<i>Position</i>	Actual 2016-17	Actual 2017-18	Adopted 2018-19	Adopted 2019-20
Utilities Clerk	0.06	0.05	0.05	0.05
Finance Clerk	0.05	0.06	0.06	0.09
PW & Development Director	0.07	0.10	0.10	0.10
Administrative Aide	0.13	0.13	0.13	0.13
City Engineer	0.08	0.08	0.08	0.08
Utilities Maint. Supervisor	0.10	0.10	0.10	0.14
Fleet & Facilities Manager	0.08	0.08	0.08	0.08
Utility Maintenance Worker	1.36	1.36	1.36	1.64
Total FTE	1.93	1.96	1.96	2.31

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2014-15	Actual 2015-16	Actual 2016-17	Actual 2017-18
<i>Provide an effective conveyance of storm water</i>	<i>No. of service requests evaluated</i>	10	10	12	10
	<i>No. of plugged storm mains</i>	3	50	5	3
	<i>Feet of drainage channels cleaned</i>	80'	180'	225'	3,900'



Brush cutting storm drainage ditch with new brush cutter



Storm drain filters



Installing a new storm line and catch basins



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 650 locate requests to locate the municipal lines prior to excavation work being performed.
- Average rainfall in Cottage Grove is 46 inches.

**City of Cottage Grove
Fiscal Year 2019-20 Budget**

402-420 STORM DRAIN UTILITY

2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	DESCRIPTION	2019-20		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
101,835	91,267	84,000	41010 CARRYOVER	130,000	130,000	130,000
314,749	342,106	360,000	45050 STORM DRAINAGE FEES	388,400	388,400	388,400
1,130	1,944	1,000	53200 INTEREST INCOME	2,000	2,000	2,000
156	123	100	54010 CREDIT BUREAU	100	100	100
2,079	0	0	54050 AUCTION PROCEEDS	100	100	100
1,535	366	200	54060 MISCELLANEOUS REVENUE	200	200	200
421,484	435,806	445,300	TOTAL REVENUE	520,800	520,800	520,800
EXPENDITURES						
PERSONNEL SERVICES						
2,029	2,319	2,505	60240 UTILITIES CLERK - 0.05 FTE	2,700	2,700	2,700
1,692	1,789	2,155	60250 FINANCE CLERK - 0.09 FTE	5,500	5,500	5,500
6,686	9,059	9,810	60299 PUBLIC WORKS/DEVEL. DIRECTOR - 0.10 FTE	10,795	10,795	10,795
6,068	5,723	6,010	60410 ADMINISTRATIVE AIDE - 0.13 FTE	6,750	6,750	6,750
6,643	6,798	7,015	60430 CITY ENGINEER - 0.08 FTE	7,680	7,680	7,680
7,418	7,442	7,235	60440 UTILITIES MAINT. SUPERVISOR - 0.14 FTE	10,075	10,075	10,075
6,013	6,151	6,350	60450 FLEET & FACILITIES MANAGER - 0.08 FTE	6,625	6,625	6,625
70,644	66,136	73,895	60480 UTILITY MAINTENANCE WORKER -1.64 FTE	88,395	88,395	88,395
278	308	900	61100 OVERTIME PAY	900	900	900
1,972	1,711	2,550	62010 WORKERS' COMPENSATION	3,750	3,750	3,750
108	105	235	62020 UNEMPLOYMENT	300	300	300
8,070	7,898	9,980	62030 FICA	11,785	11,785	11,785
49	49	75	63010 LIFE INSURANCE	75	75	75
17,945	17,146	22,435	63020 RETIREMENT	27,550	27,550	27,550
555	544	600	63030 DISABILITY INSURANCE	1,600	1,600	1,600
37,281	37,894	43,735	63040 HEALTH INSURANCE	48,750	48,750	48,750
0	621	790	63050 DEFERRED COMPENSATION	1,150	1,150	1,150
173,450	171,693	196,275	TOTAL PERSONNEL SERVICES	234,380	234,380	234,380
MATERIALS & SERVICES						
746	746	950	70100 AUDIT EXPENSE	1,000	1,000	1,000
4,867	6,225	6,500	70400 INSURANCE & BONDS	6,500	6,500	6,500
5,519	5,327	10,000	71000 CONTRACTUAL SERVICES	10,000	10,000	10,000
200	200	250	71012 EMAIL & WEB SERVICES	250	250	250
379	399	1,000	71500 ELECTRICITY	1,500	1,500	1,500
1,722	1,794	2,000	71520 TELEPHONE	2,000	2,000	2,000
569	517	1,000	71530 NATURAL GAS	1,500	1,500	1,500
1,622	2,534	2,500	71540 FUEL & LUBRICANTS	3,000	3,000	3,000
524	524	550	71560 COMMUNICATIONS SERVICE	500	500	500
10	10	100	71600 POSTAGE	250	250	250
1,654	1,759	2,000	71610 UTILITY BILLING POSTAGE	2,000	2,000	2,000
365	210	800	71700 BUILDING MAINT. & REPAIR	1,000	1,000	1,000
3,108	2,083	2,500	71710 EQUIPMENT MAINT. & REPAIR	2,500	2,500	2,500
782	355	1,000	71720 VEHICLE MAINT. & REPAIR	1,000	1,000	1,000
3,057	3,424	2,000	72000 COMPUTER SERVICE & SUPPLIES	500	500	500
14	53	100	72010 OFFICE SUPPLIES	100	100	100
4,142	7,799	10,000	72100 MINOR EQUIPMENT & TOOLS	7,500	7,500	7,500
72	71	1,000	72120 EQUIPMENT RENTAL & LEASE	1,000	1,000	1,000
164	114	200	72600 CLEANING SUPPLIES	200	200	200
1,141	1,276	2,000	73000 SAND & GRAVEL	2,000	2,000	2,000
165	484	2,000	73010 ASPHALT & CONCRETE	2,000	2,000	2,000
0	0	0	73020 STORM PIPE	10,000	10,000	10,000
527	30	2,000	73200 SEWER PIPE	0	0	0
0	0	0	73420 CREDIT CARD PROCESSING FEE	4,000	4,000	4,000
1,900	2,824	2,800	73600 MISCELLANEOUS SUPPLIES	2,500	2,500	2,500

**City of Cottage Grove
Fiscal Year 2019-20 Budget**

402-420 STORM DRAIN UTILITY

2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	DESCRIPTION	2019-20		
				PROPOSED	APPROVED	ADOPTED
0	0	1,000	74000 PROGRAM FEES AND DUES	500	500	500
19,913	20,860	19,750	79900 ADMINISTRATIVE FEE	20,105	20,105	20,105
20,000	20,000	20,000	79910 ENGINEERING FEES	20,000	20,000	20,000
73,162	79,616	94,000	TOTAL MATERIALS & SERVICES	103,405	103,405	103,405
CAPITAL OUTLAY						
892	0	0	84010 WORK EQUIPMENT	0	0	0
892	0	0	TOTAL CAPITAL OUTLAY	0	0	0
DEBT SERVICE						
415	0	0	90110-081 LOAN PAYMENT - PERS UAL	0	0	0
2,285	0	0	90111-083 LOAN INTEREST PAYMENT - PERS UAL	0	0	0
12	0	0	90115 LOAN TRUSTEE FEES	0	0	0
2,712	0	0	TOTAL DEBT SERVICE	0	0	0
0	2,857	3,005	90217 TRANSFER TO DEBT SERVICE	3,155	3,155	3,155
80,000	70,000	70,000	90236 TRANSFER TO STORM DRAINAGE RESERVE	80,000	80,000	80,000
0	0	82,020	99000 CONTINGENCY	99,860	99,860	99,860
91,267	111,639		99020 ENDING BALANCE			
171,267	0	0	TOTAL TRANSFERS/ENDING FUND BALANCE	0	0	0
421,484	435,806	445,300	TOTAL EXPENDITURES	520,800	520,800	520,800



FUND: ENTERPRISE

FUND/DEPARTMENT #: 502-520

INDUSTRIAL PARK OPERATIONS

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. At the October 22, 2018 City Council Meeting, the Council approved the purchase of an additional 16 acres immediately adjacent to the Industrial Park for additional development.

OPERATIONAL OBJECTIVES

- Sell the properties still in City ownership.
- Maintain open space and wetland areas.
- Provide wetland mitigation in conjunction with the construction of 'R' Street.

BUDGET YEAR OBJECTIVES

- Design improvements for new property to be incorporated into the Industrial Park.
- Work closely with Cottage Grove Community Development Corporation, Chamber of Commerce, Lane County, and Business Oregon to market available space within the park.
- List remaining properties with a Real Estate Broker.
- Make scheduled debt payments.



**City of Cottage Grove
Fiscal Year 2019-20 Budget**

502-520 INDUSTRIAL PARK OPERATIONS

2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	DESCRIPTION	2019-20		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
129,701	36,724	110,000	41010 CARRYOVER	215,000	215,000	215,000
503	778	100	53200 INTEREST INCOME	2,000	2,000	2,000
0	74	0	54060 MISCELLANEOUS REVENUE	0	0	0
0	111,786	285,000	54300 SALE OF PROPERTY	200,000	200,000	200,000
0	0	725,000	54400 LOAN PROCEEDS	0	0	0
0	23,484	0	55001 TRANSFER FROM GENERAL FUND	0	0	0
130,204	172,846	1,120,100	TOTAL REVENUE	417,000	417,000	417,000
EXPENDITURES						
MATERIAL & SERVICES						
325	0	0	70100 AUDIT EXPENSE	0	0	0
0	0	75	71000 CONTRACTUAL SERVICES	50,000	50,000	50,000
0	0	500	71500 ELECTRICITY	0	0	0
80	70	35	79900 ADMINISTRATIVE FEE	10	10	10
405	70	610	TOTAL MATERIALS & SERVICES	50,010	50,010	50,010
CAPITAL OUTLAY						
0	0	725,000	82000 LAND ACQUISITION	0	0	0
DEBT SERVICE						
65,000	0	0	90110-075 LOAN PRINCIPAL - LOCAP	0	0	0
28,075	0	0	90111-079 LOAN INTEREST - LOCAP	0	0	0
93,075	0	0	TOTAL DEBT SERVICE	0	0	0
0	56,566	49,715	90217 TRANSFER TO DEBT SERVICE	104,750	104,750	104,765
0	0	344,775	99000 CONTINGENCY	262,240	262,240	262,225
36,724	116,210	0	99020 ENDING BALANCE	0	0	0
130,204	172,846	1,120,100	TOTAL EXPENDITURES	417,000	417,000	417,000