

CITY OF COTTAGE GROVE
ENTERPRISE FUNDS BUDGET SUMMARY

| | FY 2018-19 ACTUAL | FY 2019-20 ACTUAL | FY 2020-21 ADOPTED | FY 2021-22 ADOPTED |
|--|------------------------------|------------------------------|-------------------------------|-------------------------------|
| Water Fund | | | | |
| Water Distribution | 865,995 | 985,739 | 1,168,470 | 1,258,115 |
| Water Production | 625,048 | 693,279 | 749,965 | 687,395 |
| Internal Support Department | 1,082,901 | 1,031,419 | 680,965 | 814,390 |
| Total Water Fund | 2,573,944 | 2,710,437 | 2,599,400 | 2,759,900 |
| Wastewater Fund | | | | |
| Wastewater Collection | 377,550 | 423,601 | 482,115 | 532,095 |
| Wastewater Treatment Plant | 740,097 | 762,647 | 809,825 | 793,670 |
| Middlefield Golf Course | 481,206 | 477,315 | 553,225 | 702,035 |
| Internal Support Department | 897,918 | 1,021,214 | 612,430 | 1,048,040 |
| Total Wastewater Fund | 2,496,771 | 2,684,777 | 2,457,595 | 3,075,840 |
| Storm Drain Utility Fund | 491,119 | 567,154 | 545,700 | 583,600 |
| Industrial Park Operations Fund | 1,041,956 | 223,754 | 318,590 | 875,300 |
| Total Enterprise Funds | 6,603,790 | 6,186,122 | 5,921,285 | 7,294,640 |



**City of Cottage Grove
Fiscal Year 2021-22 Budget**

**202-000 WATER FUND
REVENUE**

| 2018-19 ACTUAL | 2019-20 ACTUAL | 2020-21 BUDGET | DESCRIPTION | 2021-22 | | |
|-------------------|-------------------|-------------------|-------------------------------|------------------|------------------|------------------|
| | | | | PROPOSED | APPROVED | ADOPTED |
| 671,486 | 789,745 | 650,000 | 41010 CARRYOVER | 850,000 | 850,000 | 850,000 |
| | | | CHARGES FOR SERVICES | | | |
| 1,803,868 | 1,794,158 | 1,890,000 | 45010 SALE OF WATER | 1,850,000 | 1,850,000 | 1,850,000 |
| 34,120 | 30,290 | 30,000 | 45020 SERVICE CONNECTION FEES | 30,000 | 30,000 | 30,000 |
| 9,125 | 23,960 | 15,000 | 45030 INSTALLATION FEES | 15,000 | 15,000 | 15,000 |
| 1,847,113 | 1,848,408 | 1,935,000 | TOTAL CHARGES FOR SERVICES | 1,895,000 | 1,895,000 | 1,895,000 |
| 0 | 40,149 | 0 | 51120 FEDERAL GRANT | 0 | 0 | 0 |
| 17,371 | 17,001 | 9,000 | 53200 INTEREST INCOME | 9,000 | 9,000 | 9,000 |
| | | | MISCELLANEOUS REVENUE | | | |
| 548 | 51 | 100 | 54010 CREDIT BUREAU | 100 | 100 | 100 |
| 3,679 | 0 | 500 | 54050 AUCTION PROCEEDS | 1,000 | 1,000 | 1,000 |
| 28,677 | 12,190 | 4,500 | 54060 MISCELLANEOUS REVENUE | 4,500 | 4,500 | 4,500 |
| 500 | 550 | 300 | 54062 UTILITY NSF CHECK FEES | 300 | 300 | 300 |
| 4,569 | 2,343 | 0 | 54070 INSURANCE PROCEEDS | 0 | 0 | 0 |
| 37,973 | 15,135 | 5,400 | TOTAL MISCELLANEOUS REVENUE | 5,900 | 5,900 | 5,900 |
| 2,573,944 | 2,710,437 | 2,599,400 | TOTAL REVENUE | 2,759,900 | 2,759,900 | 2,759,900 |



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. 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 turn-offs
- Leak and consumption checks
- Water main line flushing to maintain water quality
- Utility billing service
- Water meter installation, repair and 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 the 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 2020-21

- Completed the installation of 4,037 new Sensus automated water meters.
- Installed 2 automated line flushers on dead end water distribution lines to improve chlorine levels and lower water temperatures.
- 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 1885 water bill payments by credit card in March 2021. This is an increase of 326 or a 21% increase from March 2020.
- As of March 31st 2021, there were 485 people signed up for recurring credit card water payments and 671 people signed up for paperless billing which is an increase of 119 and 282 respectively from 2020.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2020-21

- FCS Group completed a water rate study and recommended no water utility rate increases for the next 5 years. The current rates will provide adequate funding for operation and improvements for 2021-22 through 2025-26.

FULL-TIME EQUIVALENT POSITIONS

| <i>Position</i> | Adopted 2018-19 | Adopted 2019-20 | Adopted 2020-21 | Adopted 2021-22 |
|---------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| PW & Development Director | 0.16 | 0.16 | 0.16 | 0.16 |
| Administrative Aide | 0.83 | 0.83 | 0.83 | 0.63 |
| City Engineer | 0.21 | 0.21 | 0.21 | 0.21 |
| Fleet & Facilities Manager | 0.40 | 0.45 | 0.40 | 0.40 |
| Utilities Maint. Supervisor | 0.50 | 0.49 | 0.49 | 0.49 |
| Utility Maintenance Workers | 4.28 | 5.03 | 5.48 | 5.97 |
| Building Permit Specialist/Code Compl | 0.00 | 0.00 | 0.00 | 0.20 |
| Temporary Worker | 0.00 | 0.00 | 0.00 | 0.30 |
| Utilities Clerk | 0.53 | 0.53 | 0.53 | 0.53 |
| Finance Clerk | 0.21 | 0.32 | 0.32 | 0.38 |
| Payroll-HR Specialist | 0.00 | 0.00 | 0.00 | 0.20 |
| Total FTE | 7.12 | 8.02 | 8.42 | 9.47 |

PERFORMANCE MEASUREMENTS

| <i>Strategy</i> | <i>Measure</i> | Actual 2017-18 | Actual 2018-19 | Actual 2019-20 | Estimate 2020-21 |
|---|---|---------------------------|---------------------------|---------------------------|-----------------------------|
| <i>Provide customer high quality drinking water</i> | <i>Number of backflow devices</i> | 1,500 | 1,620 | 1,620 | 1,675 |
| | <i>Number of backflow inspections</i> | 1,319 | 1,535 | 1,540 | 1,675 |
| | <i>Number of repairs on distribution system</i> | 41 | 5 | 2 | 6 |
| <i>Provide contractors and public with pertinent information as it relates to water distribution system</i> | <i>Number of locates</i> | 773 | 850 | 860 | 921 |
| | <i>Promotion of "call before you dig" service</i> | | | | |
| <i>Provide high quality service</i> | <i>Number of replaced meters</i> | 56 | 110 | 1,246 | 2,661 |
| | <i>Delinquent account shutoffs</i> | 404 | 450 | 372 | 278 |
| | <i>Water turn on/off requests</i> | 1,284 | 1,250 | 1,165 | 836 |
| | <i>Line leak checks</i> | 201 | 240 | 228 | 136 |



DID YOU KNOW?

Water Distribution Facts:

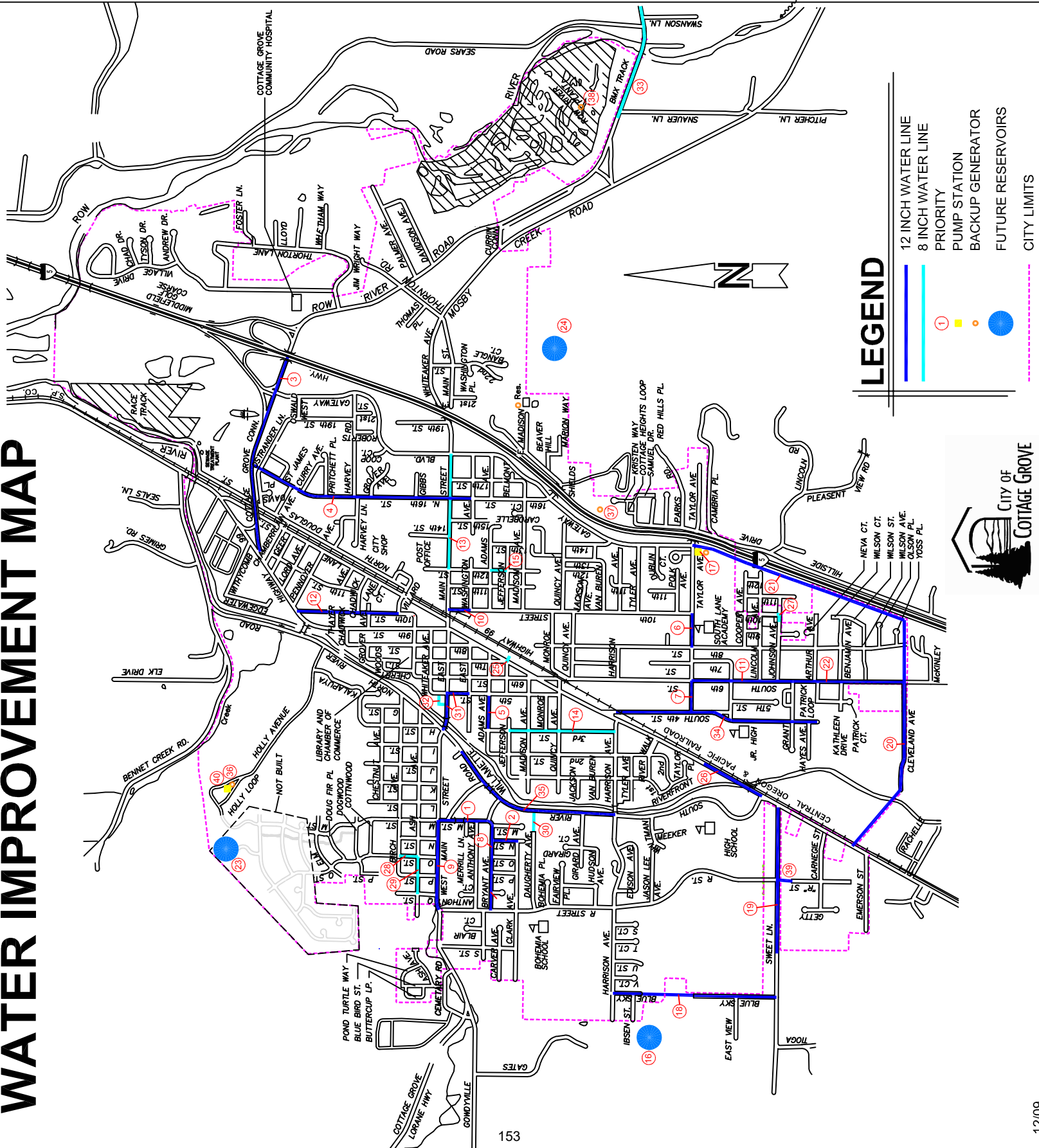
- Provides maintenance and operation of approximately 49 miles of water mains ranging in size from 2 inches to 18 inches in diameter.
- The water distribution system network contains two reservoirs with a storage capacity of 4.3 million gallons.
- Two pressure booster pump stations: Taylor Pump Station to serve customers on Taylor Avenue, Parks Road, and Cambria Place and Holly Pump Station to serve Holly Avenue
- 461 fire hydrants within the distribution system (394 public and 67 private).
- There are 4,039 metered water service connections (3,894 active accounts as of April, 2021 billing and approximately 145 accounts idle).
- 47 fire service connections.
- One pressure regulating station
- There are 1,535 private backflow devices throughout the municipal water system. There are an additional 86 devices on city buildings and parks water services, for a total of 1,675.



New water meter installation for 14 new townhomes



WATER IMPROVEMENT MAP



WATER PROJECTS PROJECTED CAPITAL IMPROVEMENT NEEDS

| Map No. | Project | Total Costs (4/2021 \$) | Map No. | Project | Total Costs (4/2021 \$) |
|---------|---|-------------------------|---------|--|-------------------------|
| 1 | 12 inch on "M" St. from Main - Bryant | 79,754 | 21 | 12" along west side of I-5 | 378,149 |
| 2 | 12" on "N" St. from Bryant - Clark | 4,234 | 22 | 12" on S. 6th from Grant - Cleveland | 192,284 |
| 3 | 12" on Cottage Grove Conn. From Hwy 99 225,196 to Row River Rd. | | 23 | New 1.25 MG Reservoir (McFarland Butte) | 1,659,948 |
| 4 | 12" on 16th St. from Cottage Grove Conn. 416,387 to Washington Ave. | | 24 | New 1.05 MG Reservoir (Knox Hill) | 1,394,329 |
| 5 | 12" on Washington Ave. from 3rd - 5th | 63,776 | 25 | Jim's Tire (Replace 2" under Hwy 99) Completed FY 13-14 | 0 |
| 6 | 12" on Taylor from 8th - 10th | 56,265 | 26 | Hwy 99 from S. River Rd. to River Walk Subdivision | 89,723 |
| 7 | 12" on Taylor from 4th - 6th Completed FY 20-21 | 0 | 27 | 10th St. & Johnson Ave. | 7,921 |
| 8 | 12" on Bryant from "R" - "M" | 133,834 | 28 | N. "O" St. from Ash - Birch | 15,159 |
| 9 | 12" on Main St. from "R" - "M" | 145,715 | 29 | Ash Ave. from "O" - "Q" Completed FY 15-16 | 0 |
| 10 | 12" on 10th St. Washington - Main Completed FY 12-13 | 0 | 30 | Daugherty Ave. Loop | 20,075 |
| 11 | 12" on 6th St. from Taylor - Grant | 120,041 | 31 | N. River Rd./Main St. across bridge to S. 5th St./Washington | 274,905 |
| 12 | 8" on 10th St. from Villard - Hwy. 99 | 121,270 | 32 | Loop 8-inch at City Hall | 37,965 |
| 13 | 8" on Main St. from 12th St. to Gateway Blvd. | 132,332 | 33 | Replace 14-inch transmission main to Schwartz Park Completed FY 11-12 | 0 |
| 14 | 8" on 3rd St. from Harrison - Jefferson Completed FY 13-14 | 0 | 34 | Replace 10" AC line on S. 4th St. Portion Completed FY 15-16 | 0 |
| 15 | 8" on 12th St. from Jefferson - Adams | 13,793 | | Remaining Portion Completed FY 20-21 | |
| 16 | New 3.1 MG Reservoir (West Side) | 4,116,479 | 35 | 12" S. River Rd. from Nellis - Harrison | 323,796 |
| 17 | New Taylor St. Pump Station Completed FY 17-18 | 0 | 36 | Backup generator at Holly Pump Station Completed FY 17-18 | 0 |
| 18 | 12" on Blue Sky from Harrison - Sweet Lane 226,288 | | 37 | Backup generator at Landess Pump Station Project Deleted | 0 |
| 19 | 12" on Sweet Lane from Hwy. 99 to Blue Sky Dr. Completed FY 11-12 | 0 | 38 | Add an addition 2 MGD Capacity to Water Treatment Plant Portion Completed FY 19-20 | 0 |
| 20 | 12" on Cleveland Ave. from Hwy. 99 to I-5 | 420,620 | | Remaining Portion Completed FY 20-21 | |
| | | | 39 | South R Street Extension from Sweet Lane to Industrial Park | 55,141 |
| | PROJECT IDENTIFIED ON MASTER PLAN | | 40 | Upgrade Holly Pump Station | 103,826 |
| | BUDGETED THIS FISCAL YEAR | | | Yearly Program to upsize all water lines less than 8 inches in diameter to 8 inch pipe that not listed above | 12,290,852 |

TOTAL OF ESTIMATED COSTS NOT FUNDED = \$23,120,054



**City of Cottage Grove
Fiscal Year 2021-22 Budget**

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

| 2018-19 ACTUAL | 2019-20 ACTUAL | 2020-21 BUDGET | DESCRIPTION | FTE | 2021-22 | | |
|-------------------|-------------------|-------------------|-------------------------------------|------|------------------|------------------|------------------|
| | | | | | PROPOSED | APPROVED | ADOPTED |
| | | | PERSONNEL SERVICES | | | | |
| 0 | 0 | 0 | 60215 PAYROLL/HR SPECIALIST | 0.20 | 13,865 | 13,865 | 13,865 |
| 26,477 | 27,126 | 28,350 | 60240 UTILITIES CLERK | 0.53 | 29,050 | 29,050 | 29,050 |
| 6,716 | 7,896 | 12,795 | 60250 FINANCE CLERK | 0.38 | 16,775 | 16,775 | 16,775 |
| 15,585 | 17,190 | 17,620 | 60299 PUBLIC WORKS/DEVEL. DIRECTOR | 0.16 | 19,000 | 19,000 | 19,000 |
| 0 | 0 | 0 | 60317 BLDG PERMIT SPCLST/CODE COMPL | 0.20 | 8,600 | 8,600 | 8,600 |
| 35,158 | 39,080 | 40,930 | 60410 ADMINISTRATIVE AIDE | 0.63 | 29,390 | 29,390 | 29,390 |
| 17,868 | 19,187 | 19,600 | 60430 CITY ENGINEER | 0.21 | 20,365 | 20,365 | 20,365 |
| 32,765 | 35,487 | 37,775 | 60440 UTILITIES MAINT. SUPERVISOR | 0.49 | 41,250 | 41,250 | 41,250 |
| 35,328 | 27,257 | 31,500 | 60450 FLEET & FACILITIES MANAGER | 0.40 | 34,400 | 34,400 | 34,400 |
| 225,167 | 283,059 | 336,135 | 60480 UTILITY MAINTENANCE WORKER | 5.97 | 365,000 | 365,000 | 365,000 |
| 0 | 0 | 0 | 61000 TEMPORARY WORKERS | 0.30 | 7,960 | 7,960 | 7,960 |
| 3,481 | 2,289 | 4,900 | 61100 OVERTIME | | 4,900 | 4,900 | 4,900 |
| 4,097 | 10,503 | 12,305 | 62010 WORKERS' COMPENSATION | | 12,550 | 12,550 | 12,550 |
| 400 | 460 | 1,050 | 62020 UNEMPLOYMENT | | 1,160 | 1,160 | 1,160 |
| 29,899 | 34,365 | 45,400 | 62030 FICA | | 50,105 | 50,105 | 50,105 |
| 180 | 190 | 235 | 63010 LIFE INSURANCE | | 225 | 225 | 225 |
| 67,325 | 85,542 | 103,225 | 63020 RETIREMENT | | 148,200 | 148,200 | 148,200 |
| 1,771 | 1,812 | 2,900 | 63030 DISABILITY INSURANCE | | 2,380 | 2,380 | 2,380 |
| 130,621 | 147,280 | 180,500 | 63040 HEALTH INSURANCE | | 191,610 | 191,610 | 191,610 |
| 1,730 | 2,689 | 3,000 | 63050 DEFERRED COMPENSATION | | 2,580 | 2,580 | 2,580 |
| 634,568 | 741,413 | 878,220 | TOTAL PERSONNEL SERVICES | 9.47 | 999,365 | 999,365 | 999,365 |
| | | | MATERIALS AND SERVICES | | | | |
| 43,645 | 37,566 | 50,000 | 71000 CONTRACTUAL SERVICES | | 40,000 | 40,000 | 40,000 |
| 565 | 412 | 2,000 | 71210 CLOTHING ALLOWANCE | | 1,000 | 1,000 | 1,000 |
| 37,905 | 31,325 | 42,000 | 71500 ELECTRICITY | | 35,000 | 35,000 | 35,000 |
| 10,230 | 9,701 | 9,000 | 71520 TELEPHONE | | 9,000 | 9,000 | 9,000 |
| 2,300 | 2,565 | 2,500 | 71530 NATURAL GAS | | 1,500 | 1,500 | 1,500 |
| 14,393 | 10,888 | 15,000 | 71540 FUEL & LUBRICANTS | | 10,000 | 10,000 | 10,000 |
| 564 | 0 | 500 | 71560 COMMUNICATIONS SERVICE | | 500 | 500 | 500 |
| 8,995 | 2,173 | 5,000 | 71700 BUILDING MAINT. & REPAIR | | 2,500 | 2,500 | 2,500 |
| 18,500 | 13,500 | 15,000 | 71710 EQUIPMENT MAINT. & REPAIR | | 12,500 | 12,500 | 12,500 |
| 7,808 | 5,956 | 10,000 | 71720 VEHICLE MAINT. & REPAIR | | 7,500 | 7,500 | 7,500 |
| 0 | 0 | 250 | 71730 RADIO MAINT. & REPAIR | | 250 | 250 | 250 |
| 384 | 99 | 500 | 72000 COMPUTER SERVICE & SUPPLIES | | 500 | 500 | 500 |
| 164 | 139 | 500 | 72010 OFFICE SUPPLIES | | 500 | 500 | 500 |
| 10,905 | 8,764 | 10,000 | 72100 MINOR EQUIPMENT & TOOLS | | 10,000 | 10,000 | 10,000 |
| 4,475 | 149 | 2,500 | 72120 EQUIP. RENTAL & LEASE | | 2,500 | 2,500 | 2,500 |
| 849 | 440 | 1,000 | 72400 LAB TESTS & SUPPLIES | | 1,000 | 1,000 | 1,000 |
| 411 | 0 | 500 | 72410 TREATMENT CHEMICALS | | 500 | 500 | 500 |
| 1,922 | 3,821 | 2,500 | 72510 SAFETY EQUIPMENT | | 2,500 | 2,500 | 2,500 |
| 499 | 2,000 | 1,000 | 72600 CLEANING SUPPLIES | | 1,000 | 1,000 | 1,000 |
| 4,978 | 6,913 | 7,500 | 73000 SAND & GRAVEL | | 7,500 | 7,500 | 7,500 |
| 1,532 | 2,565 | 3,000 | 73010 ASPHALT & CONCRETE | | 3,000 | 3,000 | 3,000 |
| 22,727 | 42,065 | 40,000 | 73100 WATER PIPE & APPURTENANCES | | 40,000 | 40,000 | 40,000 |
| 5,291 | 25,001 | 25,000 | 73110 HYDRANTS | | 25,000 | 25,000 | 25,000 |
| 22,255 | 13,681 | 15,000 | 73120 WATER METERS | | 15,000 | 15,000 | 15,000 |
| 0 | 15,998 | 20,000 | 73420 CREDIT CARD PROCESSING FEE | | 20,000 | 20,000 | 20,000 |
| 10,131 | 8,607 | 10,000 | 73600 MISC. SUPPLIES & EXPENSE | | 10,000 | 10,000 | 10,000 |
| 231,427 | 244,327 | 290,250 | TOTAL MATERIALS AND SERVICES | | 258,750 | 258,750 | 258,750 |
| 865,995 | 985,739 | 1,168,470 | TOTAL EXPENDITURES | | 1,258,115 | 1,258,115 | 1,258,115 |



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

Water Production operates and maintains a gravity feed raw water surface intake facility, a shallow horizontal well (for emergencies only), a river bank raw water pumping facility, a treatment plant raw water pumping station, 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 consultants on development of a 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.
- Complete an Emergency Response Plan.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2020-21

- Completed the installation of the new 2 million gallon per day Pall Filtration Rack.
- Continued training of the newest full-time water treatment plant operator employees.
- Completed and submitted a Water Management and Conservation Plan to the WRD.
- Staff attended various training workshops dealing with water treatment plant operations.
- Received extension of water right use from Oregon Water Resources Department.
- Staff attended Oregon Water Utility Council monthly meetings.
- Commercial divers vacuumed clean the RRWTP river intake tank and membrane feed tanks.
- Collected by-weekly raw & finished water testing for Harmful Algal Bloom Cyanotoxins.
- Staff worked with construction contractors on expansion of the RRWTP from 4 to 6 MGD.
- Participated in Harmful Algae Bloom Stake Holders annual meeting and technical workshop.
- Installed new access controls and security camera at main entrance gate.
- Upgraded operating computers and software.
- Installed new turbidity meters in filtration racks.
- Installed fiber to the treatment plant and water intake building.
- Connected treatment plant to City's fiber network.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2020-21

- No significant changes budget changes.

FULL-TIME EQUIVALENT POSITIONS

| <i>Position</i> | Adopted 2018-19 | Adopted 2019-20 | Adopted 2020-21 | Adopted 2021-22 |
|---------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| PW & Development Director | 0.09 | 0.09 | 0.09 | 0.09 |
| Administrative Aide | 0.15 | 0.15 | 0.15 | 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 | 3.05 | 3.05 | 3.10 | 3.10 |
| Payroll/HR Specialist | 0.00 | 0.00 | 0.00 | 0.05 |
| Building Permit Specialist/Code Compl | 0.00 | 0.00 | 0.00 | 0.05 |
| Total FTE | 4.39 | 4.39 | 4.44 | 4.49 |

PERFORMANCE MEASUREMENTS

| <i>Strategy</i> | <i>Measure</i> | Actual 2018-19 | Actual 2019-20 | Estimate 2020-21 | Estimate 2021-22 |
|--|--|---------------------------|---------------------------|-----------------------------|-----------------------------|
| <i>Meet EPA's drinking water standards</i> | <i>Potable Water Produced (mil gal/yr)</i> | 487 | 487 | 490 | 490 |
| | <i>Consumer Confidence Reports distributed</i> | 4427 | 4441 | 4450 | 4500 |
| | <i>Number of Sampling & Testing Performed</i> | | | | |
| | <i>Daily: WTP</i> | | | | |
| | <i>Turbidity of filtered water every 4 hrs</i> | 1438 | 1446 | 1450 | 1405 |
| | <i>Daily: EP</i> | | | | |
| | <i>Chlorine residual</i> | 365 | 366 | 365 | 365 |
| | <i>pH</i> | 365 | 366 | 365 | 365 |
| | <i>Temperature</i> | 365 | 366 | 365 | 365 |
| | <i>Weekly: DS</i> | | | | |
| | <i>Bacteriological 4/wk</i> | 203 | 195 | 208 | 208 |
| | <i>Chlorine residual</i> | 203 | 195 | 208 | 208 |
| | <i>Monthly: RWS</i> | | | | |
| | <i>Total and E. coli Bacteriological</i> | 22 | 12 | 12 | 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 | 32 | 32 | 32 |
| | <i>Holacetic Acids</i> | 10 | 40 | 40 | 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> | 22 | 22 | 22 | 22 |
| | <i>Every 3 years: EP</i> | | | | |
| | <i>Synthetic Organic Chemicals</i> | <i>Due 2020</i> | <i>Due 2020</i> | 96 | <i>Due 2024</i> |
| | <i>Every 3 years: DS</i> | | | | |
| | <i>Lead</i> | 40 | <i>Due 2021</i> | <i>Due 2021</i> | 40 |
| | <i>Copper</i> | 40 | <i>Due 2021</i> | <i>Due 2021</i> | 40 |
| | <i>pH</i> | 14 | <i>Due 2021</i> | <i>Due 2021</i> | 14 |
| | <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> | 1 | <i>Due 2024</i> | <i>Due 2024</i> | <i>Due 2024</i> |
| | <i>Inorganic Chemicals</i> | <i>Due 2020</i> | <i>Due 2020</i> | 20 | <i>Due 2029</i> |
| | <i>Nitrate</i> | <i>Due 2020</i> | <i>Due 2020</i> | 1 | <i>Due 2029</i> |
| | <i>Arsenic</i> | <i>Due 2020</i> | <i>Due 2020</i> | 1 | <i>Due 2029</i> |
| | <i>Every 9 years: DS</i> | | | | |
| | <i>Asbestos</i> | <i>Due 2020</i> | <i>Due 2020</i> | 1 | <i>Due 2029</i> |

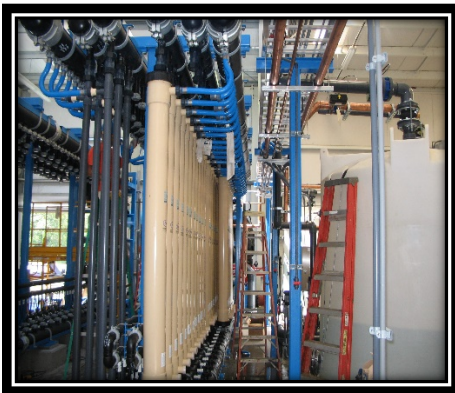
RWS- Raw Water Source; WTP-Water Treatment Plant; EP- Entry Point; DS - Distribution System



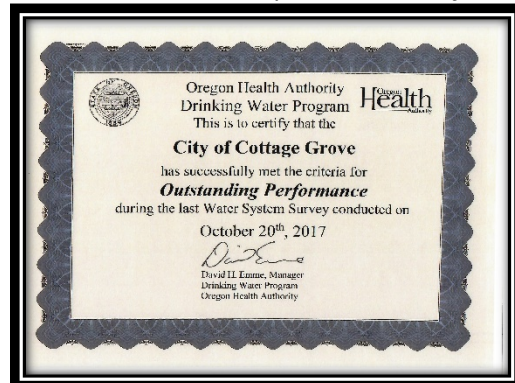
DID YOU KNOW?

Water Production Facts

- Total current treatment capacity of the Row River WTP = 6.0 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 Second Place honors in the DJC 2009 Top Projects competition for public works infrastructure construction/design, in the \$5M to \$15M category.



A 2 MGD expansion of the Row River Water Treatment Plant was completed winter of 2020.



In October 2017 the Row River Water Treatment Plant received an "Outstanding Performance" award from the Oregon Health Authority Drinking Water Program.

**City of Cottage Grove
Fiscal Year 2021-22 Budget**

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

| | | | 2021-22 | | | | |
|---------|---------|---------|-------------------------------------|------|----------|----------|---------|
| 2018-19 | 2019-20 | 2020-21 | | | | | |
| ACTUAL | ACTUAL | BUDGET | DESCRIPTION | FTE | PROPOSED | APPROVED | ADOPTED |
| | | | PERSONNEL SERVICES | | | | |
| 0 | 0 | 0 | 60215 PAYROLL/HR SPECIALIST | 0.05 | 3,470 | 3,470 | 3,470 |
| 8,767 | 9,669 | 9,920 | 60299 PUBLIC WORKS/DEVEL. DIRECTOR | 0.09 | 10,685 | 10,685 | 10,685 |
| 0 | 0 | 0 | 60317 BLDG PERMIT SPCLST/CODE COMPL | 0.05 | 2,150 | 2,150 | 2,150 |
| 6,976 | 7,369 | 8,235 | 60410 ADMINISTRATIVE AIDE | 0.10 | 4,775 | 4,775 | 4,775 |
| 4,254 | 4,569 | 4,665 | 60430 CITY ENGINEER | 0.05 | 4,860 | 4,860 | 4,860 |
| 4,416 | 3,407 | 3,950 | 60450 FLEET & FACILITIES MANAGER | 0.05 | 4,310 | 4,310 | 4,310 |
| 76,656 | 91,932 | 82,120 | 60460 WATER PRODUCTION SUPER | 1.00 | 72,000 | 72,000 | 72,000 |
| 174,288 | 182,659 | 189,715 | 60480 UTILITY MAINTENANCE WORKER | 3.10 | 162,700 | 162,700 | 162,700 |
| 2,775 | 5,217 | 5,500 | 61100 OVERTIME | | 5,500 | 5,500 | 5,500 |
| 3,162 | 7,203 | 8,100 | 62010 WORKERS' COMPENSATION | | 8,270 | 8,270 | 8,270 |
| 279 | 306 | 600 | 62020 UNEMPLOYMENT | | 550 | 550 | 550 |
| 21,007 | 23,026 | 25,825 | 62030 FICA | | 22,910 | 22,910 | 22,910 |
| 104 | 105 | 130 | 63010 LIFE INSURANCE | | 120 | 120 | 120 |
| 57,034 | 72,530 | 71,000 | 63020 RETIREMENT | | 70,100 | 70,100 | 70,100 |
| 1,102 | 1,099 | 1,600 | 63030 DISABILITY INSURANCE | | 1,230 | 1,230 | 1,230 |
| 70,832 | 67,939 | 85,730 | 63040 HEALTH INSURANCE | | 87,275 | 87,275 | 87,275 |
| 2,129 | 5,389 | 5,625 | 63050 DEFERRED COMPENSATION | | 1,240 | 1,240 | 1,240 |
| 433,780 | 482,421 | 502,715 | TOTAL PERSONNEL SERVICES | 4.49 | 462,145 | 462,145 | 462,145 |
| | | | MATERIALS AND SERVICES | | | | |
| 10,634 | 14,109 | 20,000 | 71000 CONTRACTUAL SERVICES | | 20,000 | 20,000 | 20,000 |
| 87,682 | 96,873 | 90,000 | 71500 ELECTRICITY | | 90,000 | 90,000 | 90,000 |
| 11,138 | 9,542 | 13,000 | 71520 TELEPHONE | | 10,000 | 10,000 | 10,000 |
| 3,770 | 2,691 | 4,000 | 71540 FUEL & LUBRICANTS | | 4,000 | 4,000 | 4,000 |
| 149 | 0 | 100 | 71560 COMMUNICATIONS SERVICE | | 100 | 100 | 100 |
| 4,837 | 5,263 | 5,000 | 71700 BUILDING MAINT. & REPAIR | | 5,000 | 5,000 | 5,000 |
| 14,204 | 18,405 | 20,000 | 71710 EQUIPMENT MAINT. & REPAIR | | 20,000 | 20,000 | 20,000 |
| 171 | 342 | 1,000 | 71720 VEHICLE MAINT. & REPAIR | | 1,000 | 1,000 | 1,000 |
| 0 | 0 | 100 | 71730 RADIO MAINT. & REPAIR | | 100 | 100 | 100 |
| 0 | 0 | 500 | 71750 METER MAINT. & REPAIR | | 500 | 500 | 500 |
| 435 | 531 | 1,000 | 72000 COMPUTER SERVICE & SUPPLIES | | 1,500 | 1,500 | 1,500 |
| 186 | 77 | 250 | 72010 OFFICE SUPPLIES | | 250 | 250 | 250 |
| 2,600 | 1,173 | 2,000 | 72100 MINOR EQUIPMENT & TOOLS | | 2,500 | 2,500 | 2,500 |
| 240 | 240 | 1,000 | 72120 EQUIPMENT RENTAL & LEASE | | 1,000 | 1,000 | 1,000 |
| 688 | 212 | 1,000 | 72300 BUILDING SUPPLIES | | 1,000 | 1,000 | 1,000 |
| 13,476 | 16,613 | 25,000 | 72400 LAB TESTS & SUPPLIES | | 15,000 | 15,000 | 15,000 |
| 39,400 | 43,518 | 60,000 | 72410 TREATMENT CHEMICALS | | 50,000 | 50,000 | 50,000 |
| 0 | 21 | 300 | 72510 SAFETY EQUIPMENT | | 300 | 300 | 300 |
| 1,660 | 1,248 | 3,000 | 73600 MISC. SUPPLIES & EXPENSE | | 3,000 | 3,000 | 3,000 |
| 191,268 | 210,858 | 247,250 | TOTAL MATERIALS AND SERVICES | | 225,250 | 225,250 | 225,250 |
| 625,048 | 693,279 | 749,965 | TOTAL EXPENDITURES | | 687,395 | 687,395 | 687,395 |



PUBLIC WORKS & DEVELOPMENT**WATER INTERNAL SUPPORT DEPARTMENT****OVERVIEW**

The purpose of the Water Internal Support 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.

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 annually to the Oregon Health Authority/DWS for their regulatory services.
- 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.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2020-21

- No significant budget changes.

**City of Cottage Grove
Fiscal Year 2021-22 Budget**

**202 WATER FUND
202-295 INTERNAL SUPPORT DEPARTMENT**

| 2018-19 ACTUAL | 2019-20 ACTUAL | 2020-21 BUDGET | DESCRIPTION | 2021-22 | | |
|-------------------|-------------------|-------------------|--------------------------------------|------------------|------------------|------------------|
| | | | | PROPOSED | APPROVED | ADOPTED |
| | | | MATERIALS & SERVICES | | | |
| 601 | 331 | 1,000 | 70030 ADVERTISING | 1,000 | 1,000 | 1,000 |
| 354 | 374 | 500 | 70040 CONSUMER CONFIDENCE REPORT | 500 | 500 | 500 |
| 5,997 | 6,500 | 7,990 | 70100 AUDIT EXPENSE | 4,450 | 4,450 | 4,450 |
| 37,189 | 33,382 | 38,000 | 70400 INSURANCE & BONDS | 40,495 | 40,495 | 40,495 |
| 450 | 523 | 500 | 71012 EMAIL & WEB SERVICES | 500 | 500 | 500 |
| 1,934 | 1,927 | 2,000 | 71600 POSTAGE | 2,000 | 2,000 | 2,000 |
| 10,396 | 11,537 | 14,000 | 71610 UTILITY BILLING POSTAGE | 14,000 | 14,000 | 14,000 |
| 6,925 | 5,801 | 10,000 | 72000 COMPUTER PROGRAMS & SUPPLIES | 10,000 | 10,000 | 10,000 |
| 2,310 | 1,569 | 3,000 | 72010 OFFICE SUPPLIES | 3,000 | 3,000 | 3,000 |
| 745 | 545 | 1,000 | 72030 BOOKS, MAPS & PERIODICALS | 1,000 | 1,000 | 1,000 |
| 0 | 625 | 500 | 72100 MINOR EQUIPMENT-TOOLS | 500 | 500 | 500 |
| 14 | 46 | 500 | 73600 MISCELLANEOUS SUPPLIES | 500 | 500 | 500 |
| 348 | 4,100 | 1,000 | 74000 PROGRAM FEES & DUES | 1,000 | 1,000 | 1,000 |
| 5,627 | 5,777 | 7,500 | 74100 PROFESSIONAL ASSOCIATION DUES | 6,000 | 6,000 | 6,000 |
| 8,221 | 5,608 | 6,000 | 74200 EDUCATION & REGISTRATION FEES | 6,000 | 6,000 | 6,000 |
| 2,140 | 1,319 | 3,000 | 74210 TRAVEL & SUBSISTENCE | 3,000 | 3,000 | 3,000 |
| 152 | 238 | 500 | 74300 EMPLOYEE MEDICAL EXAMS & TESTS | 500 | 500 | 500 |
| 2,500 | 2,500 | 2,500 | 76133 WATERSHED COUNCIL | 2,500 | 2,500 | 2,500 |
| 68,950 | 69,020 | 69,050 | 79900 ADMINISTRATION FEE | 69,200 | 69,200 | 69,200 |
| 20,000 | 20,000 | 20,000 | 79910 ENGINEERING SERVICE FEES | 20,000 | 20,000 | 20,000 |
| 174,853 | 171,721 | 188,540 | TOTAL MATERIALS & SERVICES | 186,145 | 186,145 | 186,145 |
| | | | TRANSFERS | | | |
| 18,303 | 19,187 | 19,955 | 90217 TRANSFER TO DEBT SERVICE | 20,970 | 20,970 | 20,970 |
| 100,000 | 125,000 | 100,000 | 90232 TRANSFER TO WATER RESERVE FUND | 193,000 | 193,000 | 193,000 |
| 118,303 | 144,187 | 119,955 | TOTAL TRANSFERS | 213,970 | 213,970 | 213,970 |
| 0 | 0 | 372,470 | 99000 CONTINGENCY | 414,275 | 414,275 | 414,275 |
| 0 | 0 | 0 | 99010 UNAPPROPRIATED ENDING BALANCE | 0 | 0 | 0 |
| 789,745 | 715,511 | 0 | 99020 ENDING BALANCE | 0 | 0 | 0 |
| 789,745 | 715,511 | 372,470 | TOTAL ENDING BALANCE | 414,275 | 414,275 | 414,275 |
| 1,082,901 | 1,031,419 | 680,965 | TOTAL EXPENDITURES | 814,390 | 814,390 | 814,390 |
| 2,573,944 | 2,710,437 | 2,599,400 | TOTAL WATER FUND EXPENDITURES | 2,759,900 | 2,759,900 | 2,759,900 |

**City of Cottage Grove
Fiscal Year 2021-22 Budget**

**302-000 WASTEWATER FUND
REVENUE**

| 2018-19 ACTUAL | 2019-20 ACTUAL | 2020-21 BUDGET | DESCRIPTION | 2021-22 | | |
|-------------------|-------------------|-------------------|------------------------------------|------------------|------------------|------------------|
| | | | | PROPOSED | APPROVED | ADOPTED |
| 442,868 | 577,712 | 456,000 | 41010 CARRYOVER | 850,000 | 850,000 | 850,000 |
| 1,621,209 | 1,627,198 | 1,650,000 | 45040 WASTEWATER DISP USER CHARGES | 1,806,000 | 1,806,000 | 1,806,000 |
| 228,464 | 224,313 | 200,000 | 45044 GOLF COURSE FEES | 250,000 | 250,000 | 250,000 |
| 36,461 | 31,644 | 32,000 | 45045 PRO SHOP | 32,000 | 32,000 | 32,000 |
| 59,403 | 59,219 | 60,000 | 45046 CLUB/CART RENTALS | 70,000 | 70,000 | 70,000 |
| 34,231 | 28,836 | 30,000 | 45047 DELI SALES | 35,000 | 35,000 | 35,000 |
| 11,943 | 11,943 | 11,945 | 45049 CG HOSPITAL MOWING FEES | 11,940 | 11,940 | 11,940 |
| 0 | 0 | 0 | 45055 GOLF SIMULATOR | 1,000 | 1,000 | 1,000 |
| 1,991,712 | 1,983,153 | 1,983,945 | TOTAL CHARGES FOR SERVICE | 2,205,940 | 2,205,940 | 2,205,940 |
| 0 | 42,708 | 0 | 51120 FEDERAL GRANTS | 0 | 0 | 0 |
| 10,580 | 12,222 | 2,250 | 53200 INTEREST REVENUE | 4,000 | 4,000 | 4,000 |
| | | | MISCELLANEOUS REVENUE | | | |
| 548 | 51 | 400 | 54010 CREDIT BUREAU | 400 | 400 | 400 |
| 3,571 | 0 | 500 | 54050 AUCTION PROCEEDS | 1,000 | 1,000 | 1,000 |
| 28,762 | 19,888 | 2,500 | 54060 MISCELLANEOUS REVENUE | 2,500 | 2,500 | 2,500 |
| 7,089 | 37,402 | 0 | 54070 INSURANCE PROCEEDS | 0 | 0 | 0 |
| 11,640 | 11,640 | 12,000 | 54250 RENTAL PROPERTY REVENUE | 12,000 | 12,000 | 12,000 |
| 51,611 | 68,982 | 15,400 | TOTAL MISCELLANEOUS REVENUE | 15,900 | 15,900 | 15,900 |
| 2,496,771 | 2,684,777 | 2,457,595 | TOTAL REVENUE | 3,075,840 | 3,075,840 | 3,075,840 |



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 20 sewer manholes to reduce storm water infiltration.
- Replace 4 back lot sewers on Polk, Madison, Jefferson Streets, and in alley behind Buster's.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2020-21

- Repaired and sealed 24 manholes reducing storm water infiltration and sewage blockages.
- City staff contacted and performed log and grease trap inspections for Fats, Oils, and Grease (FOG) Program. Utility crews met with 92 business owners.
- Replaced approximately 2,400' of sewer mainline along South 4th Street from Hwy 99 to Grant Street.
- Repaired 12 sewer mainline breaks.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2020-21

- A 12% wastewater rate increase is proposed to fund wastewater operations and Capital Improvements to the treatment plant and collection system.

FULL-TIME EQUIVALENT POSITIONS

| <i>Position</i> | Adopted 2018-19 | Adopted 2019-20 | Adopted 2020-21 | Adopted 2021-22 |
|--------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| PW & Development Director | 0.16 | 0.16 | 0.16 | 0.16 |
| Administrative Aide | 0.40 | 0.40 | 0.40 | 0.25 |
| City Engineer | 0.11 | 0.11 | 0.11 | 0.11 |
| Fleet & Facilities Manager | 0.15 | 0.15 | 0.15 | 0.15 |
| Utilities Maint. Supervisor | 0.17 | 0.15 | 0.15 | 0.15 |
| Utility Maintenance Workers | 1.47 | 1.81 | 1.91 | 2.06 |
| Utilities Clerk | 0.42 | 0.42 | 0.42 | 0.42 |
| Finance Clerk | 0.20 | 0.30 | 0.30 | 0.36 |
| Payroll/HR Specialist | 0.00 | 0.00 | 0.00 | 0.20 |
| Building Permit Specialist/Code Comp | 0.00 | 0.00 | 0.00 | 0.15 |
| Temporary Workers | 0.00 | 0.00 | 0.00 | 0.30 |
| Total FTE | 3.08 | 3.50 | 3.60 | 4.31 |

PERFORMANCE MEASUREMENT

| <i>Strategy</i> | <i>Measure</i> | Actual 2016-17 | Actual 2017-18 | Actual 2018-19 | Actual 2019-20 |
|--|--|---------------------------|---------------------------|---------------------------|---------------------------|
| <i>Provide a safe and effective conveyance of wastewater</i> | <i>No. of service requests evaluated</i> | 70 | 44 | 48 | 60 |
| | <i>No. of plugged sewer mains</i> | 45 | 6 | 16 | 18 |
| | <i>No. of lateral lines repaired</i> | 15 | 13 | 14 | 14 |
| | <i>No. of sewer spills reported</i> | 0 | 0 | 0 | 0 |
| | <i>Feet of sewer lines video</i> | 4,235' | 30,447' | 13,219' | 11,700' |



DID YOU KNOW?

Wastewater Collection Facts:

- The Department maintains approximately 45.95 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 is a total of 3,720 active sewer customers served by the City's sanitary sewer collection system.



In 2020-2021 the City contracted to have 24 sewer manholes repaired and sealed.



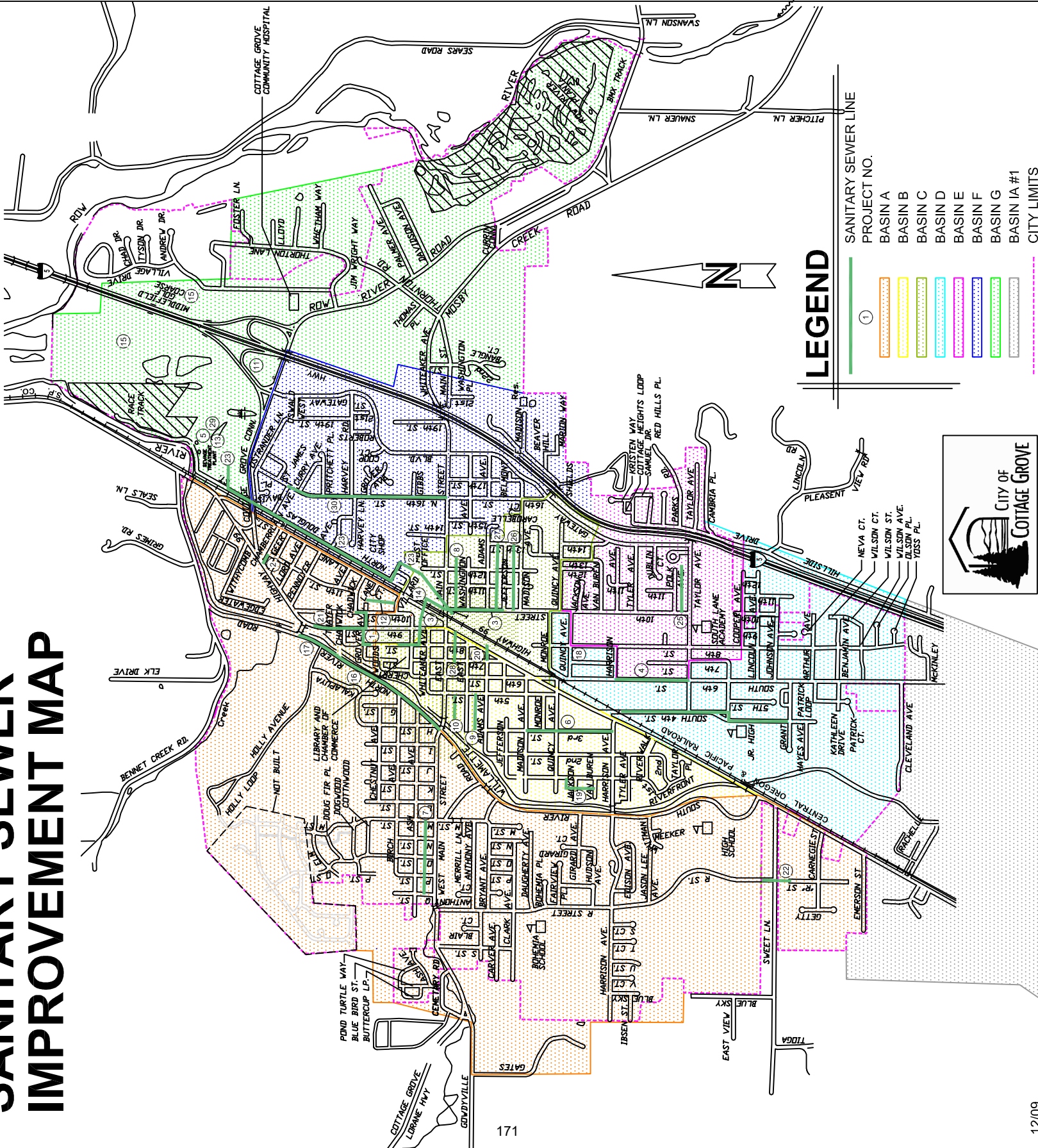
Sink hole caused by sewer mainline failure



Sewer mainline repair



SANITARY SEWER IMPROVEMENT MAP



SANITARY SEWER PROJECTS PROJECTED CAPITAL IMPROVEMENT NEEDS

| Map No. | Project | Total Costs (4/2021 \$) | Map No. | Project | Total Costs (4/2021 \$) |
|---------|--|-------------------------|---------|---|-------------------------|
| 1 | Intersection at Grover Ave. and 8th St. to | 499,418 | 11 | Exit 174 irrigation for reuse effluent | 450,000 |
| 2 | Intersection at Chamberlain Ave. and 11th St. to Intersection at N. Goshen Hwy.. | 96,961 | 12 | Alley between Lane St. & 10 St down to Villard. | 422,132 |
| 3 | 10th St. from Jefferson Ave. to Main St. across SPRR to N. of intersection 8th St. & Gibbs | 1,213,380 | 13 | Backup-effluent pump-with-vault Completed FY 20-21 | 0 |
| 4 | Along 6th St. between Taylor Ave.. and Harrison Ave.. | 387,572 | 14 | Trailhead Park Sewer Relocation | 53,124 |
| | Rehabilitation/Replacement of Structurally Deficient Pipes in Basin A | 100,512 | 15 | Drainage-Projects at Golf-Course Completed FY 17-18 | 0 |
| | Rehabilitation/Replacement of Structurally Deficient Pipes in Basin B | 920,175 | 16 | N. River Road (Main to Holly) | 200,887 |
| | Rehabilitation/Replacement of Structurally Deficient Pipes in Basin C | 1,057,560 | 17 | N. River Road (Holly to Woodson) | 59,133 |
| | Rehabilitation/Replacement of Structurally Deficient Pipes in Basin D | 365,175 | 18 | 704 Quincy | 22,943 |
| | Rehabilitation/Replacement of Structurally Deficient Pipes in Basin E | 355,206 | 19 | 635-South-1st Portion Completed FY 15-16 Remainder Completed FY 18-19 | 0 |
| | Rehabilitation/Replacement of Structurally Deficient Pipes in Basin F | 35,234 | 20 | Adams Avenue from Napa to S. 7th Street Completed FY 18-19 | 0 |
| | Inflow/Infiltration Corrective Work | 422,122 | 21 | Highway 99 from Woodson to Grover Completed FY 18-19 | 0 |
| 5 | Digester-Modifications Completed FY 11-12 | 0 | 22 | South R Street Extension from Sweet Lane to Industrial Park | 55,141 |
| 6 | South 3rd St. from Madison Ave. to Harrison Ave . Completed FY 13-14 | 0 | 23 | Wastewater Reuse Project Portion Completed FY 20-21 | 1,755,605 |
| 7 | Alley (Main & Ash) from "M" St. to "Q" St. | 259,565 | | Miscellaneous Projects including CCTV inspections and manhole lining | 1,638,780 |
| 8 | Alley (Main & Washington)-from S. 10th to Coiner Park Completed FY 12-13 | 0 | 24 | South 4th Street-(Grant-to-RR tracks) Completed FY 20-21 | 0 |
| 9 | Alley (Washington & Adams)-from 3rd St. to 5th St. Completed FY 18-19 | 0 | 25 | Pipe Bursting backlot sewer (Polk-Taylor) off South 10th Street | 126,668 |
| 10 | Alley (East Main to Washington) | 126,732 | 26 | Pipe Bursting backlot sewer (Madison-Jefferson) off South 10th Street | 174,428 |
| | | | 27 | Pipe Bursting backlot sewer (Jefferson-Adams) off South 10th Street | 170,275 |
| | | | 28 | Pipe bursting sewer (Main-Washington) from 7th to Hwy 99 | 96,558 |
| | | | 29 | Construct New Clarifier at WWTP | 1,200,000 |
| | | | 30 | North 16th Street Upgrade (Main to Chamberlain) | 143,480 |

PROJECT IDENTIFIED ON MASTER PLAN

BUDGETED THIS FISCAL YEAR

TOTAL OF ESTIMATED COSTS NOT FUNDED = \$12,408,764



**City of Cottage Grove
Fiscal Year 2021-22 Budget**

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

| | | | 2021-22 | | | |
|------------------------|-------------------|-------------------|-------------------------------------|------|----------------|------------------------|
| 2018-19 ACTUAL | 2019-20 ACTUAL | 2020-21 BUDGET | DESCRIPTION | FTE | PROPOSED | APPROVED ADOPTED |
| PERSONNEL SERVICES | | | | | | |
| 0 | 0 | 0 | 60215 PAYROLL/HR SPECIALIST | 0.20 | 13,865 | 13,865 13,865 |
| 20,982 | 21,496 | 22,440 | 60240 UTILITIES CLERK | 0.42 | 23,020 | 23,020 23,020 |
| 6,342 | 7,457 | 12,110 | 60250 FINANCE CLERK | 0.36 | 15,600 | 15,600 15,600 |
| 15,586 | 17,190 | 17,620 | 60299 PUBLIC WORKS/DEVEL. DIRECTOR | 0.16 | 19,000 | 19,000 19,000 |
| 0 | 0 | 0 | 60317 BLDG PERMIT SPCLST/CODE COMPL | 0.15 | 6,445 | 6,445 6,445 |
| 17,856 | 19,663 | 20,585 | 60410 ADMINISTRATIVE AIDE | 0.25 | 11,705 | 11,705 11,705 |
| 9,359 | 10,050 | 10,255 | 60430 CITY ENGINEER | 0.11 | 10,670 | 10,670 10,670 |
| 10,179 | 10,864 | 11,620 | 60440 UTILITIES MAINT. SUPERVISOR | 0.15 | 12,630 | 12,630 12,630 |
| 13,249 | 10,221 | 16,500 | 60450 FLEET & FACILITIES MANAGER | 0.15 | 12,905 | 12,905 12,905 |
| 77,256 | 101,318 | 107,335 | 60480 UTILITY MAINTENANCE WORKER | 2.06 | 115,590 | 115,590 115,590 |
| 0 | 0 | 0 | 61000 TEMPORARY WORKER | 0.30 | 7,960 | 7,960 7,960 |
| 1,103 | 721 | 2,000 | 61100 OVERTIME | | 2,000 | 2,000 2,000 |
| 1,509 | 3,880 | 4,150 | 62010 WORKERS' COMPENSATION | | 4,240 | 4,240 4,240 |
| 172 | 199 | 450 | 62020 UNEMPLOYMENT | | 500 | 500 500 |
| 12,872 | 14,883 | 18,885 | 62030 FICA | | 21,100 | 21,100 21,100 |
| 74 | 78 | 100 | 63010 LIFE INSURANCE | | 100 | 100 100 |
| 27,670 | 36,490 | 41,700 | 63020 RETIREMENT | | 58,615 | 58,615 58,615 |
| 737 | 757 | 2,260 | 63030 DISABILITY INSURANCE | | 2,110 | 2,110 2,110 |
| 54,391 | 63,012 | 69,230 | 63040 HEALTH INSURANCE | | 70,800 | 70,800 70,800 |
| 679 | 1,350 | 1,375 | 63050 DEFERRED COMPENSATION | | 1,490 | 1,490 1,490 |
| 270,017 | 319,629 | 358,615 | TOTAL PERSONNEL SERVICES | 4.31 | 410,345 | 410,345 410,345 |
| MATERIALS AND SERVICES | | | | | | |
| 33,237 | 28,983 | 30,000 | 71000 CONTRACTUAL SERVICES | | 30,000 | 30,000 30,000 |
| 223 | 152 | 750 | 71210 CLOTHING ALLOWANCE | | 1,000 | 1,000 1,000 |
| 2,929 | 1,357 | 4,000 | 71500 ELECTRICITY | | 4,000 | 4,000 4,000 |
| 8,141 | 7,337 | 8,000 | 71520 TELEPHONE | | 7,500 | 7,500 7,500 |
| 1,743 | 2,123 | 2,000 | 71530 NATURAL GAS | | 2,000 | 2,000 2,000 |
| 9,515 | 7,367 | 9,000 | 71540 FUEL & LUBRICANTS | | 7,500 | 7,500 7,500 |
| 376 | 0 | 500 | 71560 COMMUNICATIONS SERVICE | | 500 | 500 500 |
| 2,625 | 1,279 | 1,500 | 71700 BUILDING MAINT. & REPAIR | | 1,500 | 1,500 1,500 |
| 19,067 | 10,014 | 10,000 | 71710 EQUIPMENT MAINT. & REPAIR | | 10,000 | 10,000 10,000 |
| 1,134 | 5,041 | 2,000 | 71720 VEHICLE MAINT. & REPAIR | | 2,000 | 2,000 2,000 |
| 0 | 0 | 250 | 71730 RADIO MAINT. & REPAIR | | 250 | 250 250 |
| 500 | 0 | 250 | 72000 COMPUTER SERVICE & SUPPLIES | | 250 | 250 250 |
| 156 | 150 | 250 | 72010 OFFICE SUPPLIES | | 250 | 250 250 |
| 7,875 | 7,326 | 7,500 | 72100 MINOR EQUIPMENT & TOOLS | | 7,500 | 7,500 7,500 |
| 203 | 31 | 1,000 | 72120 EQUIPMENT RENTAL & LEASE | | 1,000 | 1,000 1,000 |
| 1,569 | 2,403 | 1,500 | 72510 SAFETY EQUIPMENT | | 1,500 | 1,500 1,500 |
| 369 | 1,970 | 1,000 | 72600 CLEANING & SANITARY SUPPLIES | | 1,000 | 1,000 1,000 |
| 1,610 | 2,148 | 2,000 | 73000 SOIL/SAND/GRAVEL | | 2,000 | 2,000 2,000 |
| 1,083 | 1,251 | 2,000 | 73010 ASPHALT & CONCRETE | | 2,000 | 2,000 2,000 |
| 9,155 | 5,616 | 15,000 | 73200 SEWER PIPE | | 15,000 | 15,000 15,000 |
| 0 | 15,998 | 20,000 | 73420 CREDIT CARD PROCESSING FEE | | 20,000 | 20,000 20,000 |
| 6,027 | 3,423 | 5,000 | 73600 MISC. SUPPLIES & EXPENSE | | 5,000 | 5,000 5,000 |
| 107,534 | 103,972 | 123,500 | TOTAL MATERIALS AND SERVICES | | 121,750 | 121,750 121,750 |
| 377,550 | 423,601 | 482,115 | TOTAL EXPENDITURES | | 532,095 | 532,095 532,095 |



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, establish 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 exit 174 freeway interchange area.
- Receive approval from ODOT to irrigate the 174 Hwy Interchange with treated effluent.
- Build new treated effluent irrigation system at I-5 interchange.
- Expand treated effluent irrigation to Trailhead and Bohemia Parks.
- Repair clarifier #2 before fall.
- Start design of construction documents to rebuild clarifier #2.
- Continue research on bio-solids drying systems.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2020-21

- Rebuilt 2 plant influent pumps and 2 filter pumps.
- R&G Construction completed construction of the effluent storage pond and pump station.
- Installed new access controls and security camera at main entrance gate.
- Installed fiber and connected treatment plant to City fiber system.

FULL-TIME EQUIVALENT POSITIONS

| Position | Adopted 2018-19 | Adopted 2019-20 | Adopted 2020-21 | Adopted 2021-22 |
|--------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| PW & Development Director | 0.08 | 0.09 | 0.09 | 0.09 |
| Administrative Aide | 0.12 | 0.12 | 0.12 | 0.07 |
| 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 | 3.10 | 3.10 |
| Payroll/HR Specialist | 0.00 | 0.00 | 0.00 | 0.05 |
| Building Permit Specialist/Cod Compl | 0.00 | 0.00 | 0.00 | 0.05 |
| Total FTE | 4.30 | 4.31 | 4.36 | 4.41 |



Construction of new effluent pond



Completed treated effluent storage pond



Sewer Treatment Plant plug from disinfecting wipes and rags

Wipes clog pipes

Avoid sewer backups and protect your pipes!
Dispose of these items in the trash, NOT the toilet.

- Disinfecting wipes
- Baby wipes
- Towelettes
- Paper towels
- Facial tissues



Public notice information regarding disinfecting wipes

PERFORMANCE MEASUREMENT

| <i>Strategy</i> | <i>Measure</i> | Actual 2018 | Actual 2019 | Actual 2020 | Estimate 2021 |
|---|---|------------------------|------------------------|------------------------|--------------------------|
| <i>Meet EPA's & DEQ's treatment and discharge standards</i> | <i>Millions of gallons treated per year</i> | 570.1 | 756.9 | 775.2 | 800.0 |
| | <i>Dry tons of bio-solids disposed</i> | 151.02 | 184.69 | 206 | 220 |
| | <i>Permit Violations</i> | 0 | 1 | 1 | 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 is 1.0 million gallons/day.
- WWTP wet weather design flow is 3.5 million gallons/day.
- The treatment plant has been designed for the City's anticipated needs through the year 2025.

**City of Cottage Grove
Fiscal Year 2021-22 Budget**

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

| 2018-19 ACTUAL | 2019-20 ACTUAL | 2020-21 BUDGET | DESCRIPTION | FTE | 2021-22 | | |
|-------------------|-------------------|-------------------|-------------------------------------|------|----------|----------|---------|
| | | | | | PROPOSED | APPROVED | ADOPTED |
| | | | PERSONNEL SERVICES | | | | |
| 8,767 | 9,669 | 9,920 | 60299 PUBLIC WORKS/DEVEL. DIRECTOR | 0.09 | 10,690 | 10,690 | 10,690 |
| 0 | 0 | 0 | 60215 PAYROLL/HR SPECIALIST | 0.05 | 3,470 | 3,470 | 3,470 |
| 0 | 0 | 0 | 60317 BLDG PERMIT SPCLST/CODE COMPL | 0.05 | 2,150 | 2,150 | 2,150 |
| 5,676 | 6,033 | 6,305 | 60410 ADMINISTRATIVE AIDE | 0.07 | 3,345 | 3,345 | 3,345 |
| 4,415 | 3,407 | 3,945 | 60450 FLEET & FACILITIES MANAGER | 0.05 | 4,305 | 4,305 | 4,305 |
| 70,108 | 77,296 | 78,850 | 60470 WW TREATMENT PLANT SUPER | 1.00 | 86,105 | 86,105 | 86,105 |
| 155,213 | 154,264 | 159,420 | 60480 UTILITY MAINTENANCE WORKER | 3.10 | 167,570 | 167,570 | 167,570 |
| 4,941 | 5,375 | 4,000 | 61100 OVERTIME | | 4,000 | 4,000 | 4,000 |
| 2,329 | 6,774 | 6,550 | 62010 WORKERS' COMPENSATION | | 6,685 | 6,685 | 6,685 |
| 250 | 257 | 530 | 62020 UNEMPLOYMENT | | 575 | 575 | 575 |
| 18,811 | 19,112 | 22,355 | 62030 FICA | | 24,010 | 24,010 | 24,010 |
| 126 | 102 | 130 | 63010 LIFE INSURANCE | | 125 | 125 | 125 |
| 44,825 | 41,314 | 61,655 | 63020 RETIREMENT | | 78,020 | 78,020 | 78,020 |
| 1,320 | 948 | 1,730 | 63030 DISABILITY INSURANCE | | 1,400 | 1,400 | 1,400 |
| 69,081 | 72,557 | 86,675 | 63040 HEALTH INSURANCE | | 88,300 | 88,300 | 88,300 |
| 1,275 | 1,702 | 1,760 | 63050 DEFERRED COMPENSATION | | 1,920 | 1,920 | 1,920 |
| 387,137 | 398,811 | 443,825 | TOTAL PERSONNEL SERVICES | 4.41 | 482,670 | 482,670 | 482,670 |
| | | | MATERIALS AND SERVICES | | | | |
| 0 | 6,183 | 10,000 | 71000 CONTRACTUAL SERVICES | | 10,000 | 10,000 | 10,000 |
| 1,156 | 1,250 | 1,500 | 71210 CLOTHING ALLOWANCE | | 1,500 | 1,500 | 1,500 |
| 102,146 | 96,739 | 120,000 | 71500 ELECTRICITY | | 100,000 | 100,000 | 100,000 |
| 8,179 | 8,322 | 7,500 | 71520 TELEPHONE | | 7,500 | 7,500 | 7,500 |
| 1,049 | 1,274 | 1,500 | 71530 NATURAL GAS | | 1,500 | 1,500 | 1,500 |
| 2,513 | 4,656 | 3,000 | 71540 FUEL & LUBRICANTS | | 3,000 | 3,000 | 3,000 |
| 4,013 | 368 | 5,000 | 71700 BUILDING MAINT. & REPAIR | | 5,000 | 5,000 | 5,000 |
| 58,874 | 48,212 | 35,000 | 71710 EQUIPMENT MAINT. & REPAIR | | 20,000 | 20,000 | 20,000 |
| 147 | 0 | 500 | 71720 VEHICLE MAINT. & REPAIR | | 500 | 500 | 500 |
| 2,307 | 1,911 | 2,500 | 72100 MINOR EQUIPMENT & TOOLS | | 2,500 | 2,500 | 2,500 |
| 2,356 | 415 | 2,000 | 72120 EQUIPMENT RENTAL & LEASE | | 2,000 | 2,000 | 2,000 |
| 12,629 | 19,395 | 15,000 | 72400 LAB TESTS & SUPPLIES | | 25,000 | 25,000 | 25,000 |
| 104,272 | 114,460 | 100,000 | 72410 TREATMENT CHEMICALS | | 80,000 | 80,000 | 80,000 |
| 51,692 | 59,074 | 60,000 | 72435 BIOSOLIDS DISPOSAL | | 50,000 | 50,000 | 50,000 |
| 434 | 488 | 500 | 72600 CLEANING & SANITARY SUPPLIES | | 500 | 500 | 500 |
| 1,193 | 1,090 | 2,000 | 73600 MISC. SUPPLIES & EXPENSE | | 2,000 | 2,000 | 2,000 |
| 352,961 | 363,837 | 366,000 | TOTAL MATERIALS AND SERVICES | | 311,000 | 311,000 | 311,000 |
| 740,097 | 762,647 | 809,825 | TOTAL EXPENDITURES | | 793,670 | 793,670 | 793,670 |

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 operations, maintenance, and improvements.

BUDGET YEAR OBJECTIVES

- Expand use 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.
- Expand current golf cart storage at pro shop.
- Purchase new greens mower and rough mower.
- Create new assistant golf course superintendent position.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2020-21

- Hosted Cottage Grove High School golf teams for practice, but without holding tournaments.
- Hosted a cross country meet for the Cottage Grove High School and surrounding area teams.
- No community golf tournaments were hosted due to COVID restrictions placed by the Governor's executive orders.
- Increased visibility, promoting the Course through the use of Groupon, television, and radio advertisements, resulting in increased revenues.
- Offered the ability to use the golf simulator with the assistance of staff. All staff were trained in its operation.
- Completed construction of new enclosed golf cart storage building for 54 private golf carts.
- Rebuilt front steps to pro shop.
- Painted the exterior of the pro shop.
- Served as the site of the Cascade Conference Collegiate Cross Country Regional Meet.
- Rebuilt irrigation for the practice green.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2020-21

- No significant budget changes.

FULL-TIME EQUIVALENT POSITIONS

| <i>Position</i> | Adopted 2018-19 | Adopted 2019-20 | Adopted 2021-21 | Adopted 2021-22 |
|--------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| Pro Shop Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| Pro Shop Assistant | 1.63 | 1.63 | 1.24 | 1.24 |
| Golf Course Superintendent | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant Golf Course Superintendent | 0.00 | 0.00 | 0.00 | 1.00 |
| Groundskeeper Reg. Part-Time Worker | 3.23 | 3.46 | 3.46 | 3.46 |
| Total FTE | 6.86 | 7.09 | 6.70 | 7.70 |



New golf cart storage building for private golf carts



Interior of new golf cart storage building for 54 private carts

PERFORMANCE MEASUREMENTS

| <i>Strategy</i> | <i>Measure</i> | ACTUAL 2017-18 | ACTUAL 2018-19 | ACTUAL 2019-20 | YTD 2020-21 |
|--|---|-------------------|-------------------|-------------------|-------------------|
| <i>Use reuse water for irrigation purposes</i> | <i>Total number of Gallons Applied (millions)</i> | 58.60 | 67.99 | 34.00 | 72.40 |
| <i>Provide facility for community golf programs and tournaments annually</i> | <i>No. of Tournaments</i> | 5 | 6 | 6 | 0 |
| | <i>No. of Annual Memberships</i> | 47 | 45 | 42 | 32 |
| | <i>Weekday rounds</i> | 6,745 | 7,429 | 6,489 | 6,630 |
| | <i>Weekend rounds</i> | 3,687 | 3,771 | 3,615 | 4,741 |
| | <i>Member rounds</i> | 6,335 | 5,639 | 5,291 | 4,051 |
| | <i>Comp. rounds</i> | 1,139 | 1,254 | 1,119 | 1,014 |
| | Total Rounds | 17,906 | 18,093 | 16,514 | 16,436 |
| | <i>Attendance at Golf Camp</i> | 30 | 30 | 22 | 0 |
| | <i>No. of high school golf events</i> | 5 | 8 | 7 | 0 |
| <i>Increase Sales to support operations & maintenance</i> | <i>Clubs/Cart rental</i> | \$ 51,835 | \$ 59,404 | \$ 59,219 | \$ 60,608 |
| | <i>Deli shop revenue</i> | \$ 31,714 | \$ 34,231 | \$ 28,836 | \$ 28,810 |
| | <i>Pro shop revenue</i> | \$ 41,011 | \$ 36,461 | \$ 31,644 | \$ 22,913 |
| | <i>Golf course fees</i> | \$ 203,226 | \$ 228,464 | \$ 224,313 | \$ 216,661 |
| | | \$ 327,786 | \$ 358,560 | \$ 344,012 | \$ 328,992 |

**City of Cottage Grove
Fiscal Year 2021-22 Budget**

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

| 2018-19 | 2019-20 | 2020-21 | | 2021-22 | | | |
|------------------------|----------------|----------------|-------------------------------------|---------|----------------|----------------|----------------|
| ACTUAL | ACTUAL | BUDGET | DESCRIPTION | FTE | PROPOSED | APPROVED | ADOPTED |
| PERSONNEL SERVICES | | | | | | | |
| 49,152 | 51,612 | 52,655 | 60476 GOLF SHOP MANAGER | 1.00 | 54,755 | 54,755 | 54,755 |
| 30,682 | 33,036 | 31,370 | 60477 GOLF SHOP ASSISTANT | 1.24 | 34,730 | 34,730 | 34,730 |
| 67,603 | 74,528 | 79,900 | 60478 GOLF COURSE SUPERINTENDENT | 1.00 | 85,400 | 85,400 | 85,400 |
| 0 | 0 | 0 | 60479 ASSISTANT GOLF COURSE SUPER | 1.00 | 44,105 | 44,105 | 44,105 |
| 98,295 | 81,289 | 109,050 | 61010 GROUNDSKEEPER/REG. PT. WORK | 3.46 | 105,125 | 105,125 | 105,125 |
| 0 | 0 | 400 | 61100 OVERTIME | | 400 | 400 | 400 |
| 2,047 | 3,955 | 3,875 | 62010 WORKERS' COMPENSATION | | 3,955 | 3,955 | 3,955 |
| 249 | 243 | 550 | 62020 UNEMPLOYMENT | | 650 | 650 | 650 |
| 18,899 | 18,485 | 23,605 | 62030 FICA | | 28,035 | 28,035 | 28,035 |
| 51 | 49 | 75 | 63010 LIFE INSURANCE | | 100 | 100 | 100 |
| 23,578 | 26,388 | 34,800 | 63020 RETIREMENT | | 64,775 | 64,775 | 64,775 |
| 573 | 491 | 725 | 63030 DISABILITY INSURANCE | | 850 | 850 | 850 |
| 28,555 | 30,346 | 30,960 | 63040 HEALTH INSURANCE | | 52,605 | 52,605 | 52,605 |
| 972 | 1,032 | 1,060 | 63050 DEFERRED COMPENSATION | | 2,250 | 2,250 | 2,250 |
| 320,656 | 321,454 | 369,025 | TOTAL PERSONNEL SERVICES | 7.70 | 477,735 | 477,735 | 477,735 |
| MATERIALS AND SERVICES | | | | | | | |
| 3,243 | 2,836 | 5,000 | 70030 ADVERTISING | | 5,000 | 5,000 | 5,000 |
| 5,905 | 3,900 | 8,000 | 71000 CONTRACTUAL SERVICES | | 8,000 | 8,000 | 8,000 |
| 2,531 | 3,189 | 500 | 71020 LICENSES & PERMITS | | 500 | 500 | 500 |
| 152 | 199 | 1,000 | 71210 CLOTHING ALLOWANCE | | 1,000 | 1,000 | 1,000 |
| 24,024 | 24,244 | 27,000 | 71500 ELECTRICITY | | 27,000 | 27,000 | 27,000 |
| 7,236 | 6,777 | 8,000 | 71520 TELEPHONE | | 8,000 | 8,000 | 8,000 |
| 1,374 | 1,347 | 1,500 | 71530 NATURAL GAS | | 1,500 | 1,500 | 1,500 |
| 11,200 | 9,106 | 12,000 | 71540 FUEL & LUBRICANTS | | 12,000 | 12,000 | 12,000 |
| 2,685 | 7,208 | 7,500 | 71700 BUILDING MAINT. & REPAIR | | 10,000 | 10,000 | 10,000 |
| 24,205 | 19,857 | 20,000 | 71710 EQUIPMENT MAINT. & REPAIR | | 40,000 | 40,000 | 40,000 |
| 66 | 99 | 500 | 71720 VEHICLE MAINT. & REPAIR | | 500 | 500 | 500 |
| 445 | 1,343 | 2,000 | 72000 COMPUTER SERVICE & SUPPLIES | | 2,000 | 2,000 | 2,000 |
| 123 | 420 | 500 | 72010 OFFICE SUPPLIES | | 500 | 500 | 500 |
| 9 | 0 | 200 | 72030 BOOKS, MAPS & PERIODICALS | | 200 | 200 | 200 |
| 1,888 | 1,092 | 2,000 | 72100 MINOR EQUIPMENT & TOOLS | | 2,500 | 2,500 | 2,500 |
| 0 | 202 | 1,000 | 72120 EQUIPMENT RENTAL & LEASE | | 1,000 | 1,000 | 1,000 |
| 0 | 485 | 1,000 | 72200 LANDSCAPING SUPPLIES | | 1,000 | 1,000 | 1,000 |
| 6,649 | 4,547 | 10,000 | 72320 IRRIGATION PARTS & SUPPLIES | | 10,000 | 10,000 | 10,000 |
| 10,505 | 10,793 | 20,000 | 72330 SUPPLIES/PRO SHOP INVENTORY | | 20,000 | 20,000 | 20,000 |
| 24,341 | 22,045 | 20,000 | 72340 SUPPLIES/DELI FOOD | | 30,000 | 30,000 | 30,000 |
| 15,084 | 16,441 | 17,500 | 72430 CHEMICALS/FERTILIZER | | 20,000 | 20,000 | 20,000 |
| 909 | 936 | 1,000 | 72600 CLEANING & SANITARY SUPPLIES | | 1,000 | 1,000 | 1,000 |
| 4,941 | 6,618 | 7,500 | 73000 SOIL/SAND/GRAVEL | | 8,500 | 8,500 | 8,500 |
| 0 | 0 | 0 | 73420 CREDIT CARD PROCESSING FEE | | 7,600 | 7,600 | 7,600 |
| 8,389 | 8,838 | 6,000 | 73600 MISC. SUPPLIES & EXPENSE | | 2,000 | 2,000 | 2,000 |
| 2,473 | 2,563 | 2,000 | 74100 PROFESSIONAL ASSOC. DUES | | 2,000 | 2,000 | 2,000 |
| 979 | 408 | 1,000 | 74200 EDUCATION & REGISTRATION FEES | | 1,000 | 1,000 | 1,000 |
| 1,193 | 369 | 1,500 | 74210 TRAVEL & SUBSISTENCE | | 1,500 | 1,500 | 1,500 |
| 160,549 | 155,861 | 184,200 | TOTAL MATERIALS AND SERVICES | | 224,300 | 224,300 | 224,300 |
| 481,206 | 477,315 | 553,225 | TOTAL EXPENDITURES | | 702,035 | 702,035 | 702,035 |

FUND: ENTERPRISE

FUND/DEPARTMENT #: 302-395

PUBLIC WORKS & DEVELOPMENT

WASTEWATER INTERNAL SUPPORT DEPARTMENT

OVERVIEW

The Wastewater Internal Support Department 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 2021-22 Budget**

**302 WASTEWATER FUND
302-395 INTERNAL SUPPORT DEPARTMENT**

2021-22

| 2018-19 ACTUAL | 2019-20 ACTUAL | 2020-21 BUDGET | DESCRIPTION | PROPOSED | APPROVED | ADOPTED |
|---------------------------|---------------------------|---------------------------|---|------------------|------------------|------------------|
| | | | MATERIALS & SERVICES | | | |
| 469 | 459 | 1,000 | 70030 ADVERTISING | 1,000 | 1,000 | 1,000 |
| 6,347 | 7,000 | 9,405 | 70100 AUDIT EXPENSE | 4,230 | 4,230 | 4,230 |
| 52,297 | 65,931 | 74,900 | 70400 INSURANCE & BONDS | 77,875 | 77,875 | 77,875 |
| 1,606 | 1,065 | 3,000 | 71000 CONTRACTUAL SERVICES | 3,000 | 3,000 | 3,000 |
| 450 | 455 | 500 | 71012 EMAIL & WEB SERVICES | 500 | 500 | 500 |
| 1,170 | 1,128 | 750 | 71600 POSTAGE | 750 | 750 | 750 |
| 3,380 | 3,902 | 5,000 | 71610 UTILITY BILLING POSTAGE | 5,000 | 5,000 | 5,000 |
| 8,652 | 6,355 | 10,000 | 72000 COMPUTER PROGRAMS & SUPPLIES | 10,000 | 10,000 | 10,000 |
| 548 | 392 | 1,000 | 72010 OFFICE SUPPLIES | 1,000 | 1,000 | 1,000 |
| 193 | 166 | 300 | 72030 BOOKS, MAPS & PERIODICALS | 300 | 300 | 300 |
| 3 | 625 | 1,000 | 72100 MINOR EQUIPMENT-TOOLS | 1,000 | 1,000 | 1,000 |
| 8,991 | 9,251 | 8,500 | 73220 NDPES DISCHARGE PERMIT | 11,000 | 11,000 | 11,000 |
| 172 | 0 | 500 | 74000 PROGRAM FEES & DUES | 500 | 500 | 500 |
| 2,381 | 2,335 | 3,000 | 74100 PROFESSIONAL ASSOCIATION DUES | 3,000 | 3,000 | 3,000 |
| 3,415 | 3,815 | 2,500 | 74200 EDUCATION & REGISTRATION FEES | 3,000 | 3,000 | 3,000 |
| 1,990 | 741 | 1,000 | 74210 TRAVEL & SUBSISTENCE | 1,000 | 1,000 | 1,000 |
| 133 | 19 | 500 | 74300 EMPLOYEE MEDICAL EXAMS & TESTS | 500 | 500 | 500 |
| 720 | 0 | 1,000 | 76010 RODENT CONTROL | 1,000 | 1,000 | 1,000 |
| 2,500 | 2,500 | 2,500 | 76133 WATERSHED COUNCIL | 2,500 | 2,500 | 2,500 |
| 68,695 | 69,045 | 69,145 | 79900 ADMINISTRATION FEE | 69,205 | 69,205 | 69,205 |
| 20,000 | 20,000 | 20,000 | 79910 ENGINEERING SERVICE FEES | 20,000 | 20,000 | 20,000 |
| 184,112 | 195,185 | 215,500 | TOTAL MATERIALS & SERVICES | 216,360 | 216,360 | 216,360 |
| 106,093 | 105,348 | 109,010 | 90217 TRANSFER TO DEBT SERVICE | 107,705 | 107,705 | 107,705 |
| 30,000 | 50,000 | 59,000 | 90235 TRANSFER TO WW RESERVE FUND | 325,000 | 325,000 | 325,000 |
| 0 | 0 | 228,920 | 99000 CONTINGENCY | 398,975 | 398,975 | 398,975 |
| 577,713 | 670,681 | 0 | 99020 ENDING BALANCE | 0 | 0 | 0 |
| 897,918 | 1,021,214 | 612,430 | TOTAL EXPENDITURES | 1,048,040 | 1,048,040 | 1,048,040 |
| 2,496,771 | 2,684,777 | 2,457,595 | TOTAL WASTEWATER FUND EXPENDITURES | 3,075,840 | 3,075,840 | 3,075,840 |

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 new Storm Drain Utility code.
- Complete and Adopt Low Impact Design Standards for onsite storm drainage treatment.
- Install filters into existing storm drain catch basins.
- Replace storm drainage lines at Bryant Street and one at Gateway Blvd.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2020-21

- City Council adopted Code addressing property development erosion control.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2020-21

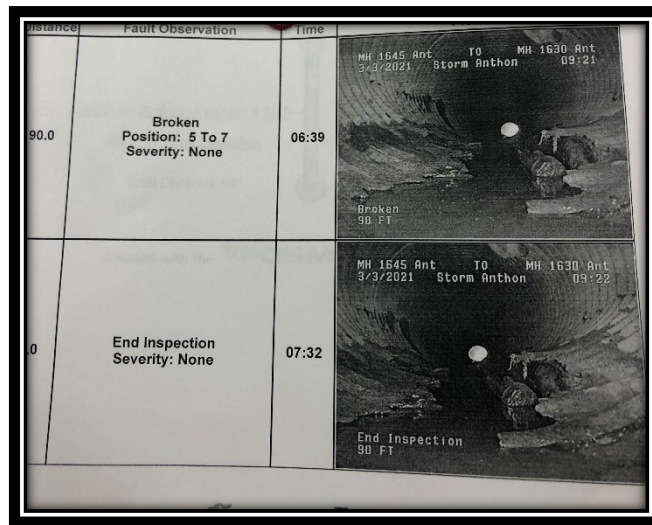
- No rate increase is proposed. This follows the proposed 2021-2026 five year Utility Rate Plan.

FULL-TIME EQUIVALENT POSITIONS

| <i>Position</i> | Adopted 2018-19 | Adopted 2019-20 | Adopted 2020-21 | Adopted 2021-22 |
|---------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| PW & Development Director | 0.10 | 0.10 | 0.10 | 0.10 |
| Administrative Aide | 0.13 | 0.13 | 0.13 | 0.08 |
| City Engineer | 0.08 | 0.08 | 0.08 | 0.08 |
| Utilities Maint. Supervisor | 0.10 | 0.14 | 0.14 | 0.14 |
| Fleet & Facilities Manager | 0.08 | 0.08 | 0.08 | 0.08 |
| Utility Maintenance Worker | 1.36 | 1.64 | 1.55 | 1.69 |
| Utilities Clerk | 0.05 | 0.05 | 0.05 | 0.05 |
| Finance Clerk | 0.06 | 0.09 | 0.09 | 0.08 |
| Building Permit Specialist/Code Compl | 0.00 | 0.00 | 0.00 | 0.05 |
| Temporary Worker | 0.00 | 0.00 | 0.00 | 0.30 |
| Total FTE | 1.96 | 2.31 | 2.22 | 2.65 |

PERFORMANCE MEASUREMENTS

| <i>Strategy</i> | <i>Measure</i> | Actual 2016-17 | Actual 2017-18 | Actual 2018-19 | Actual 2019-20 |
|---|--|---------------------------|---------------------------|---------------------------|---------------------------|
| <i>Provide an effective conveyance of storm water</i> | <i>No. of service requests evaluated</i> | 12 | 10 | 4 | 15 |
| | <i>No. of plugged storm mains</i> | 5 | 3 | 4 | 4 |
| | <i>Feet of drainage channels cleaned</i> | 225' | 3900' | 1700' | 1900' |



Failing Storm Drainage Pipe at Bryant and Anthony Streets

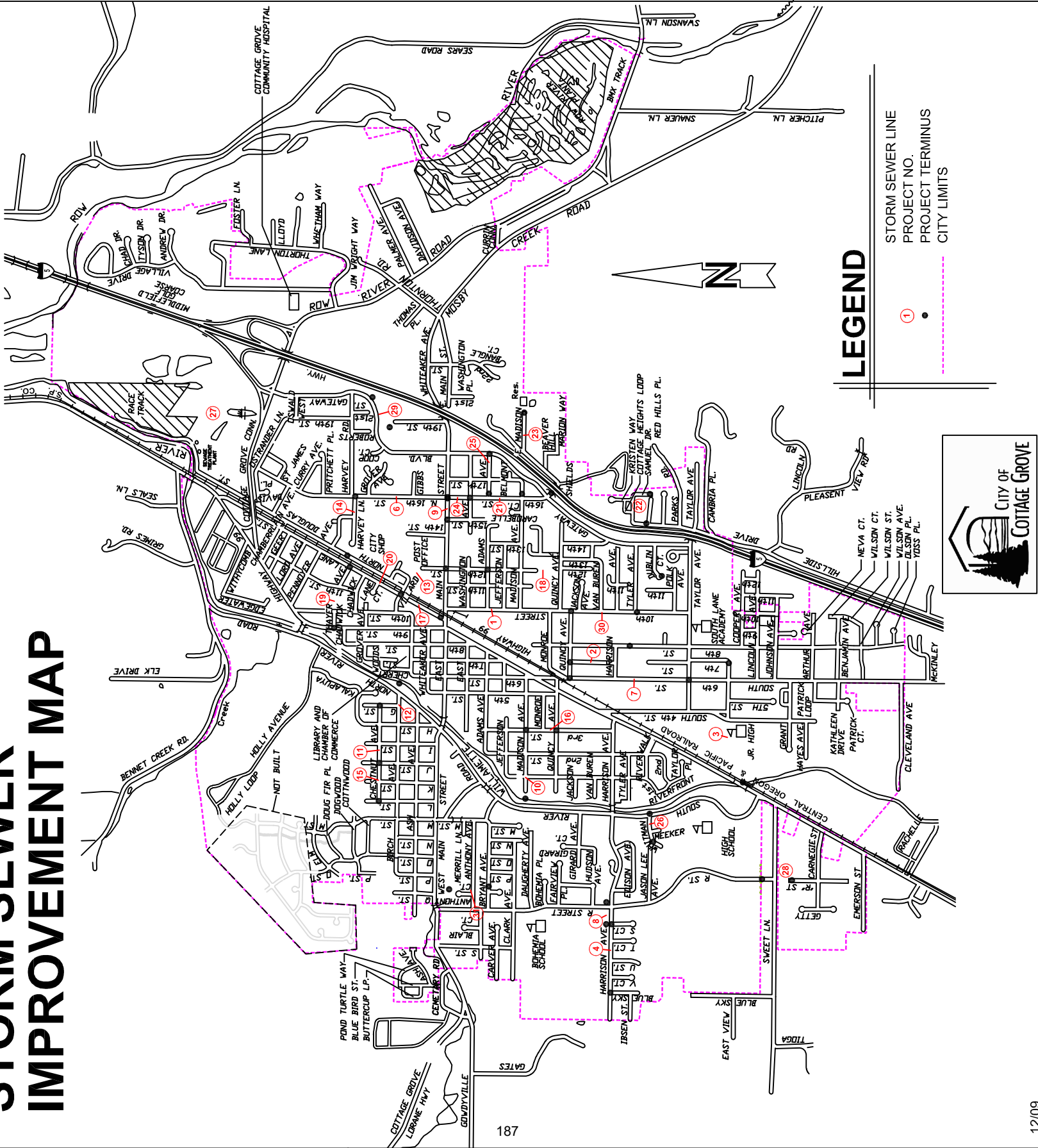


DID YOU KNOW?

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 850 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 (4/2021 \$) | Map No. | Project | Total Costs (4/2021 \$) |
|---------|---|-------------------------|---------|--|-------------------------|
| 1 | Along 10th St. & Washington Ave. Between Quincy Ave. & Main St. Completed FY 12-13 | 0 | 16 | Along S. 3rd St. between Quincy Ave. and Madison Ave. Completed FY 13-14 | 0 |
| 2 | Along S. 8th St. between Harrison Ave. & Quincy Ave. Completed FY14-15 | 0 | 17 | Along Hwy. 99 from Whiteaker Ave. to Villard Ave. | 595,970 |
| 3 | Along Fillmore Ave. between S. 8th St. and Hwy. 99 Portion Completed FY 16-17 Remaing Portion Completed FY 20-21 | 0 | 18 | Along S. 12th St. between Dublin and Adams Ave. | 2,100,643 |
| 4 | Along Harrison Ave. between Blue Sky Drive and S. "S" St. | 480,572 | 19 | West of Hwy. 99 from Thayer Ave. N. wards to N. 9th St. | 1,087,058 |
| 5 | Along Quincy Ave. between S. 8th St. and S. 10th St. Completed FY 11-12 | 0 | 20 | Along Hwy. 99 from Villard Ave. to Thayer Ave. | 375,827 |
| 6 | Along N. 16th St. between Main St. & Harvey Rd. | 1,261,724 | 21 | Along S. 16th St. from I-5/S. 16th to Washington Ave. | 499,282 |
| 7 | Along S. 6th St. between Taylor Ave. and Quincy Ave. | 832,091 | 22 | East of I-5 between Parks Rd. and Shields Cemetery | 207,989 |
| 8 | Along S. property line of Bohemia School between S. "S" St. and about 135 feet east of S. "R" St. | 266,985 | 23 | Along E. Madison Ave. from about 850 ft. east of I-5 to S. 16th/Madison Ave. | 561,829 |
| 9 | Along Main St. between 15th St. and 16th St. | 141,618 | 24 | Along S. 16th between Washington Ave. and Main St. | 160,191 |
| 10 | Along Madison Ave. from S. 3rd St. to Coast Fork of Willamette River | 613,996 | 25 | Along Adams Ave. between Gateway Blvd. and S. 16th St. | 374,461 |
| 11 | Along Chestnut between N. "J" St. and N. "G" St. | 480,572 | 26 | Along Jason Lee Ave. from Whitmain Blvd. to the Coast Fork of Willamette River | 431,682 |
| 12 | Along Birch between N. "G" St. and Coast Fork of Willamette River | 295,390 | 27 | N. Regional Park Ditch Cleaning | 657,287 |
| 13 | East of I-5 from Main/12th St. to Villard Ave. | 1,087,058 | 28 | South R Street Extension Sweet Lane to Industrial Park | 55,141 |
| 14 | Along Harvey Rd. between N. 16th and Hwy. 99 | 814,337 | 29 | Replace 36" CMP pipe through Double H development and along Gateway Blvd. | 106,000 |
| 15 | Along Chestnut between N. "L" St. and N. "J" St. | 249,777 | 30 | Upsize 12" pipe on South 10th Street from Quincy Avenue to Tyler Avenue | 128,500 |
| | | | 31 | Replace backlot Storm Drainage line from Bryant to Silk Creek | 298,000 |
| | | | | Miscellaneous Projects | 1,502,215 |
| | | | | PROJECT IDENTIFIED ON MASTER PLAN | |
| | | | | BUDGETED THIS FISCAL YEAR | |

TOTAL OF ESTIMATED COSTS NOT FUNDED = \$15,666,195



**City of Cottage Grove
Fiscal Year 2021-22 Budget**

402-420 STORM DRAIN UTILITY

2021-22

| 2018-19 ACTUAL | 2019-20 ACTUAL | 2020-21 BUDGET | DESCRIPTION | FTE | PROPOSED | APPROVED | ADOPTED |
|---------------------------------|---------------------------|---------------------------|-------------------------------------|------------|-----------------|-----------------|----------------|
| REVENUE | | | | | | | |
| 111,639 | 150,102 | 133,000 | 41010 CARRYOVER | | 180,000 | 180,000 | 180,000 |
| 371,596 | 400,735 | 410,000 | 45050 STORM DRAINAGE FEES | | 400,000 | 400,000 | 400,000 |
| 0 | 12,064 | 0 | 51120 FEDERAL GRANTS | | 0 | 0 | 0 |
| 3,283 | 3,575 | 2,000 | 53200 INTEREST INCOME | | 2,000 | 2,000 | 2,000 |
| 122 | 11 | 100 | 54010 CREDIT BUREAU | | 100 | 100 | 100 |
| 3,571 | 0 | 100 | 54050 AUCTION PROCEEDS | | 1,000 | 1,000 | 1,000 |
| 908 | 667 | 500 | 54060 MISCELLANEOUS REVENUE | | 500 | 500 | 500 |
| 491,119 | 567,154 | 545,700 | TOTAL REVENUE | | 583,600 | 583,600 | 583,600 |
| EXPENDITURES | | | | | | | |
| PERSONNEL SERVICES | | | | | | | |
| 2,497 | 2,558 | 2,680 | 60240 UTILITIES CLERK | 0.05 | 2,750 | 2,750 | 2,750 |
| 1,866 | 2,193 | 3,600 | 60250 FINANCE CLERK | 0.08 | 3,720 | 3,720 | 3,720 |
| 9,741 | 10,744 | 11,020 | 60299 PUBLIC WORKS/DEVEL. DIRECTOR | 0.10 | 11,875 | 11,875 | 11,875 |
| 0 | 0 | 0 | 60317 BLDG PERMIT SPCLST/CODE COMPL | 0.05 | 2,150 | 2,150 | 2,150 |
| 6,109 | 6,478 | 6,765 | 60410 ADMINISTRATIVE AIDE | 0.08 | 3,820 | 3,820 | 3,820 |
| 6,807 | 7,310 | 7,840 | 60430 CITY ENGINEER | 0.08 | 8,150 | 8,150 | 8,150 |
| 8,985 | 10,138 | 10,800 | 60440 UTILITIES MAINT. SUPERVISOR | 0.14 | 11,785 | 11,785 | 11,785 |
| 7,066 | 5,451 | 8,800 | 60450 FLEET & FACILITIES MANAGER | 0.08 | 9,610 | 9,610 | 9,610 |
| 68,113 | 81,100 | 85,575 | 60480 UTILITY MAINTENANCE WORKER | 1.69 | 93,490 | 93,490 | 93,490 |
| 0 | 0 | 0 | 61000 TEMPORARY WORKER | 0.30 | 7,960 | 7,960 | 7,960 |
| 3,994 | 656 | 1,000 | 61100 OVERTIME PAY | | 1,000 | 1,000 | 1,000 |
| 1,232 | 3,374 | 3,100 | 62010 WORKERS' COMPENSATION | | 3,165 | 3,165 | 3,165 |
| 115 | 126 | 300 | 62020 UNEMPLOYMENT | | 310 | 310 | 310 |
| 8,615 | 9,478 | 11,900 | 62030 FICA | | 12,875 | 12,875 | 12,875 |
| 51 | 51 | 75 | 63010 LIFE INSURANCE | | 65 | 65 | 65 |
| 19,181 | 23,321 | 27,430 | 63020 RETIREMENT | | 38,100 | 38,100 | 38,100 |
| 504 | 488 | 1,475 | 63030 DISABILITY INSURANCE | | 1,435 | 1,435 | 1,435 |
| 40,699 | 41,373 | 47,500 | 63040 HEALTH INSURANCE | | 50,710 | 50,710 | 50,710 |
| 496 | 734 | 915 | 63050 DEFERRED COMPENSATION | | 825 | 825 | 825 |
| 186,071 | 205,573 | 230,775 | TOTAL PERSONNEL SERVICES | 2.65 | 263,795 | 263,795 | 263,795 |
| MATERIALS & SERVICES | | | | | | | |
| 949 | 1,000 | 885 | 70100 AUDIT EXPENSE | | 945 | 945 | 945 |
| 4,472 | 4,854 | 6,000 | 70400 INSURANCE & BONDS | | 6,235 | 6,235 | 6,235 |
| 10,273 | 9,759 | 10,000 | 71000 CONTRACTUAL SERVICES | | 10,000 | 10,000 | 10,000 |
| 300 | 570 | 250 | 71012 EMAIL & WEB SERVICES | | 250 | 250 | 250 |
| 435 | 369 | 1,500 | 71500 ELECTRICITY | | 1,500 | 1,500 | 1,500 |
| 1,884 | 1,652 | 2,100 | 71520 TELEPHONE | | 2,100 | 2,100 | 2,100 |
| 1,185 | 1,592 | 2,000 | 71530 NATURAL GAS | | 2,000 | 2,000 | 2,000 |
| 2,839 | 2,455 | 12,500 | 71540 FUEL & LUBRICANTS | | 12,500 | 12,500 | 12,500 |
| 0 | 0 | 3,750 | 71550 LANDFILL FEES | | 3,750 | 3,750 | 3,750 |
| 175 | 0 | 500 | 71560 COMMUNICATIONS SERVICE | | 500 | 500 | 500 |
| 255 | 252 | 250 | 71600 POSTAGE | | 250 | 250 | 250 |
| 1,322 | 1,527 | 2,000 | 71610 UTILITY BILLING POSTAGE | | 2,000 | 2,000 | 2,000 |
| 1,606 | 1,049 | 1,000 | 71700 BUILDING MAINT. & REPAIR | | 1,000 | 1,000 | 1,000 |
| 3,096 | 1,983 | 17,500 | 71710 EQUIPMENT MAINT. & REPAIR | | 17,500 | 17,500 | 17,500 |
| 512 | 1,137 | 1,000 | 71720 VEHICLE MAINT. & REPAIR | | 1,000 | 1,000 | 1,000 |
| 1,957 | 1,757 | 500 | 72000 COMPUTER SERVICE & SUPPLIES | | 500 | 500 | 500 |
| 35 | 24 | 100 | 72010 OFFICE SUPPLIES | | 100 | 100 | 100 |
| 6,659 | 6,752 | 7,500 | 72100 MINOR EQUIPMENT & TOOLS | | 7,500 | 7,500 | 7,500 |
| 203 | 31 | 1,000 | 72120 EQUIPMENT RENTAL & LEASE | | 1,000 | 1,000 | 1,000 |
| 65 | 524 | 200 | 72600 CLEANING & SANITARY SUPPLIES | | 200 | 200 | 200 |
| 771 | 1,867 | 2,000 | 73000 SAND & GRAVEL | | 2,000 | 2,000 | 2,000 |
| 59 | 952 | 2,000 | 73010 ASPHALT & CONCRETE | | 2,000 | 2,000 | 2,000 |

**City of Cottage Grove
Fiscal Year 2021-22 Budget**

402-420 STORM DRAIN UTILITY

| 2018-19 ACTUAL | 2019-20 ACTUAL | 2020-21 BUDGET | DESCRIPTION | 2021-22 | | |
|-------------------|-------------------|-------------------|-------------------------------------|---------|----------------|------------------------|
| | | | | FTE | PROPOSED | APPROVED ADOPTED |
| 0 | 355 | 5,000 | 73020 STORM PIPE | | 5,000 | 5,000 5,000 |
| 295 | 0 | 0 | 73200 SEWER PIPE | | 0 | 0 0 |
| 0 | 3,555 | 4,000 | 73420 CREDIT CARD PROCESSING FEE | | 4,000 | 4,000 4,000 |
| 2,865 | 2,428 | 2,575 | 73600 MISCELLANEOUS SUPPLIES | | 2,575 | 2,575 2,575 |
| 0 | 0 | 500 | 74000 PROGRAM FEES AND DUES | | 500 | 500 500 |
| 19,730 | 20,105 | 21,445 | 79900 ADMINISTRATIVE FEE | | 23,370 | 23,370 23,370 |
| 20,000 | 20,000 | 20,000 | 79910 ENGINEERING FEES | | 20,000 | 20,000 20,000 |
| 81,943 | 86,549 | 128,055 | TOTAL MATERIALS & SERVICES | | 130,275 | 130,275 130,275 |
| 0 | 0 | 50,455 | 90203 TRANSFER TO STREET FUND | | 51,000 | 51,000 51,000 |
| 3,002 | 3,147 | 3,280 | 90217 TRANSFER TO DEBT SERVICE | | 3,445 | 3,445 3,445 |
| 70,000 | 80,000 | 83,985 | 90236 TRANSFER TO STORM DRAIN RES | | 84,930 | 84,930 84,930 |
| 0 | 0 | 49,150 | 99000 CONTINGENCY | | 50,155 | 50,155 50,155 |
| 150,102 | 191,885 | 0 | 99020 ENDING BALANCE | | 0 | 0 0 |
| 0 | 0 | 0 | TOTAL TRANSFERS/ENDING FUND BALANCE | | 0 | 0 0 |
| 491,119 | 567,154 | 545,700 | TOTAL EXPENDITURES | | 583,600 | 583,600 583,600 |

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 1990s. The fund receives revenues from the sale or lease 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.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2020-21

- Sold 3 industrial park properties totaling 9.36 acres.



**City of Cottage Grove
Fiscal Year 2021-22 Budget**

502-520 INDUSTRIAL PARK OPERATIONS

| 2018-19 ACTUAL | 2019-20 ACTUAL | 2020-21 BUDGET | DESCRIPTION | 2021-22 | | |
|---------------------|-------------------|-------------------|--------------------------------|----------|----------|---------|
| | | | | PROPOSED | APPROVED | ADOPTED |
| REVENUE | | | | | | |
| 116,210 | 220,534 | 118,290 | 41010 CARRYOVER | 875,000 | 875,000 | 875,000 |
| 4,675 | 3,219 | 300 | 53200 INTEREST INCOME | 300 | 300 | 300 |
| 15 | 0 | 0 | 54060 MISCELLANEOUS REVENUE | 0 | 0 | 0 |
| 196,056 | 0 | 200,000 | 54300 SALE OF PROPERTY | 0 | 0 | 0 |
| 725,000 | 0 | 0 | 54400 LOAN PROCEEDS | 0 | 0 | 0 |
| 1,041,956 | 223,754 | 318,590 | TOTAL REVENUE | 875,300 | 875,300 | 875,300 |
| EXPENDITURES | | | | | | |
| MATERIAL & SERVICES | | | | | | |
| 0 | 948 | 50,000 | 71000 CONTRACTUAL SERVICES | 75,000 | 75,000 | 75,000 |
| 35 | 10 | 0 | 79900 ADMINISTRATIVE FEE | 80 | 80 | 80 |
| 35 | 958 | 50,000 | TOTAL MATERIALS & SERVICES | 75,080 | 75,080 | 75,080 |
| CAPITAL OUTLAY | | | | | | |
| 743,930 | 0 | 0 | 82000 LAND ACQUISITION | 0 | 0 | 0 |
| 77,457 | 104,151 | 102,780 | 90217 TRANSFER TO DEBT SERVICE | 101,370 | 101,370 | 101,370 |
| 0 | 0 | 165,810 | 99000 CONTINGENCY | 698,850 | 698,850 | 698,850 |
| 220,534 | 118,645 | 0 | 99020 ENDING BALANCE | 0 | 0 | 0 |
| 1,041,956 | 223,754 | 318,590 | TOTAL EXPENDITURES | 875,300 | 875,300 | 875,300 |