

City of Cottage Grove Fiscal Year 2023-24 Budget

ENTERPRISE FUNDS BUDGET SUMMARY

FUND/DEPARTMENT	FY 2020-21 ACTUAL	FY 2021-22 ACTUAL	FY 2022-23 ADOPTED	FY 2023-24 ADOPTED
Water Fund				
Water Distribution	1,082,643	1,117,136	1,320,875	1,310,270
Water Production	640,934	673,572	756,475	843,885
Internal Support Department	989,695	880,726	459,050	320,245
Total Water Fund	2,713,272	2,671,434	2,536,400	2,474,400
Wastewater Fund				
Wastewater Collection	469,446	530,911	582,740	610,215
Wastewater Treatment Plant	805,820	918,021	938,660	1,010,140
Middlefield Golf Course	550,363	662,538	801,770	889,890
Internal Support Department	1,119,376	1,016,740	561,975	527,700
Total Wastewater Fund	2,945,005	3,128,210	2,885,145	3,037,945
Storm Drain Utility Fund	607,838	533,432	486,600	446,900
Industrial Park Operations Fund	119,083	101,439	885,100	695,100
Total Enterprise Funds	6,385,198	6,434,515	6,793,245	6,654,345



City of Cottage Grove Fiscal Year 2023-24 Budget

WATER FUND: Revenue 202-000

2020-21 ACTUAL	2021-22 ACTUAL	2022-23 BUDGET	DESCRIPTION	2023-24 PROPOSED	2023-24 APPROVED	2023-24 ADOPTED
715,510	697,155	580,000	41010 CARRYOVER	400,000	400,000	400,000
			CHARGES FOR SERVICES			
1,885,395	1,899,243	1,900,000	45010 SALE OF WATER	2,015,000	2,015,000	2,015,000
30,805	30,713	30,000	45020 SERVICE CONNECTION FEES	30,000	30,000	30,000
30,095	16,072	15,000	45030 INSTALLATION FEES	15,000	15,000	15,000
1,946,295	1,946,027	1,945,000	TOTAL CHARGES FOR SERVICES	2,060,000	2,060,000	2,060,000
2,482	0	0	51120 FEDERAL GRANT	0	0	0
5,355	3,820	5,000	53200 INTEREST INCOME	8,000	8,000	8,000
			MISCELLANEOUS REVENUE			
142	88	100	54010 CREDIT BUREAU	100	100	100
17,673	2,175	1,000	54050 AUCTION PROCEEDS	1,000	1,000	1,000
25,363	21,139	5,000	54060 MISCELLANEOUS REVENUE	5,000	5,000	5,000
450	400	300	54062 UTILITY NSF CHECK FEES	300	300	300
2	13	0	54067 CREDIT CARD CONVENIENCE FEE	0	0	0
0	618	0	54070 INSURANCE PROCEEDS	0	0	0
43,630	24,433	6,400	TOTAL MISCELLANEOUS REVENUE	6,400	6,400	6,400
2,713,272	2,671,434	2,536,400	TOTAL REVENUE	2,474,400	2,474,400	2,474,400



WATER DISTRIBUTION

FUND/DEPARTMENT #: 202-220

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.

DEPARTMENT 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.

FOCUS AND GOALS – FISCAL YEAR 2023-24

- 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.

PRIMARY ACCOMPLISHMENTS – FISCAL YEAR 2022-23

- Installed 1 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.
- Installed 24 new water meters.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2022-23

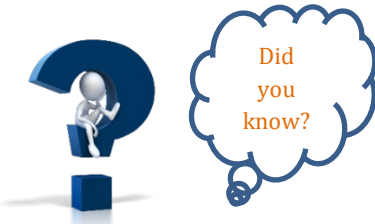
- A 6% water rate increase is proposed as a result of FCS reviewing water, wastewater, and storm funds. The increase is due to significant increases in labor and materials. Challenges in receiving materials in a timely manner due to short supplies and high demand.

PERSONNEL

POSITION	GROUP	SALARY RANGE	2022 FTE	2023 FTE	2024 FTE
Public Works & Dev. Director	Exempt	\$101,959-\$130,120	0.16	0.16	0.16
City Engineer	Exempt	\$81,252-\$103,704	0.21	0.10	0.00
Fleet & Facilities Manager	Exempt	\$75,688-\$96,592	0.40	0.40	0.40
Utilities Maintenance Supervisor	Exempt	\$75,688-\$96,592	0.49	0.49	0.49
Payroll-HR Specialist	Exempt	\$63,504-\$81,060	0.20	0.20	0.20
Utility Maintenance Worker 1, 2 & 3	Laborers	\$46,973-\$71,555	5.97	5.97	5.97
Utility Billing Specialist	General	\$48,245-\$61,564	0.53	0.53	0.53
Building Permit Specialist/Code Comp	General	\$48,245-\$61,564	0.20	0.20	0.00
Finance Clerk	Exempt	\$19.38-\$24.74/hr	0.38	0.33	0.33
Administrative Aide	General	\$54,848-\$70,006	0.63	0.63	0.68
Temporary Worker	Exempt	\$14.20-\$14.20/hr	0.30	0.28	0.28
TOTAL FULL-TIME EQUIVALENT			9.47	9.29	9.04

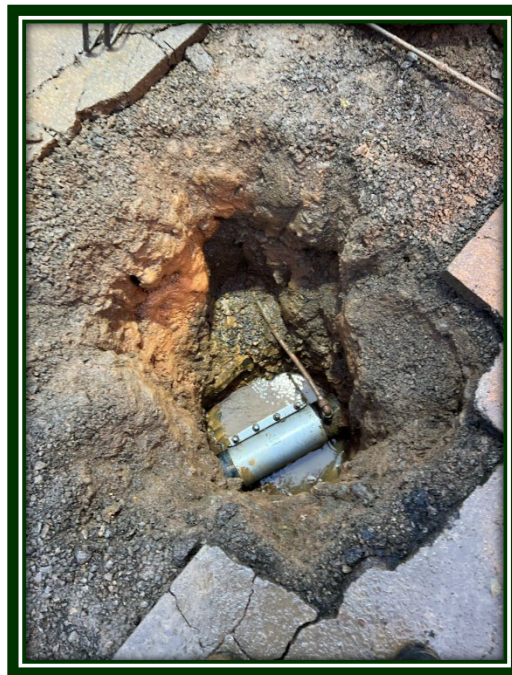
PERFORMANCE MEASUREMENTS

Strategy	Measure	Actual 2019-20	Actual 2020-21	Actual 2021-22	YTD 2022-23
Provide customer high quality drinking water	Number of backflow devices	1,620	1,749	1,750	1,840
	Number of backflow inspections	1,540	1,749	1,750	1,840
	Number of repairs on distribution system	2	5	4	2
Provide contractors and public with pertinent information as it relates to water distribution system	Number of locates	860	782	750	741
	Promotion of "call before you dig" service				
Provide high quality service	Number of replaced meters	1,246	10	2	4
	Delinquent account shutoffs	372	270	410	375
	Water turn on/off requests	1,165	750	1,068	883
	Line leak checks	228	160	43	68



Water Distribution Facts:

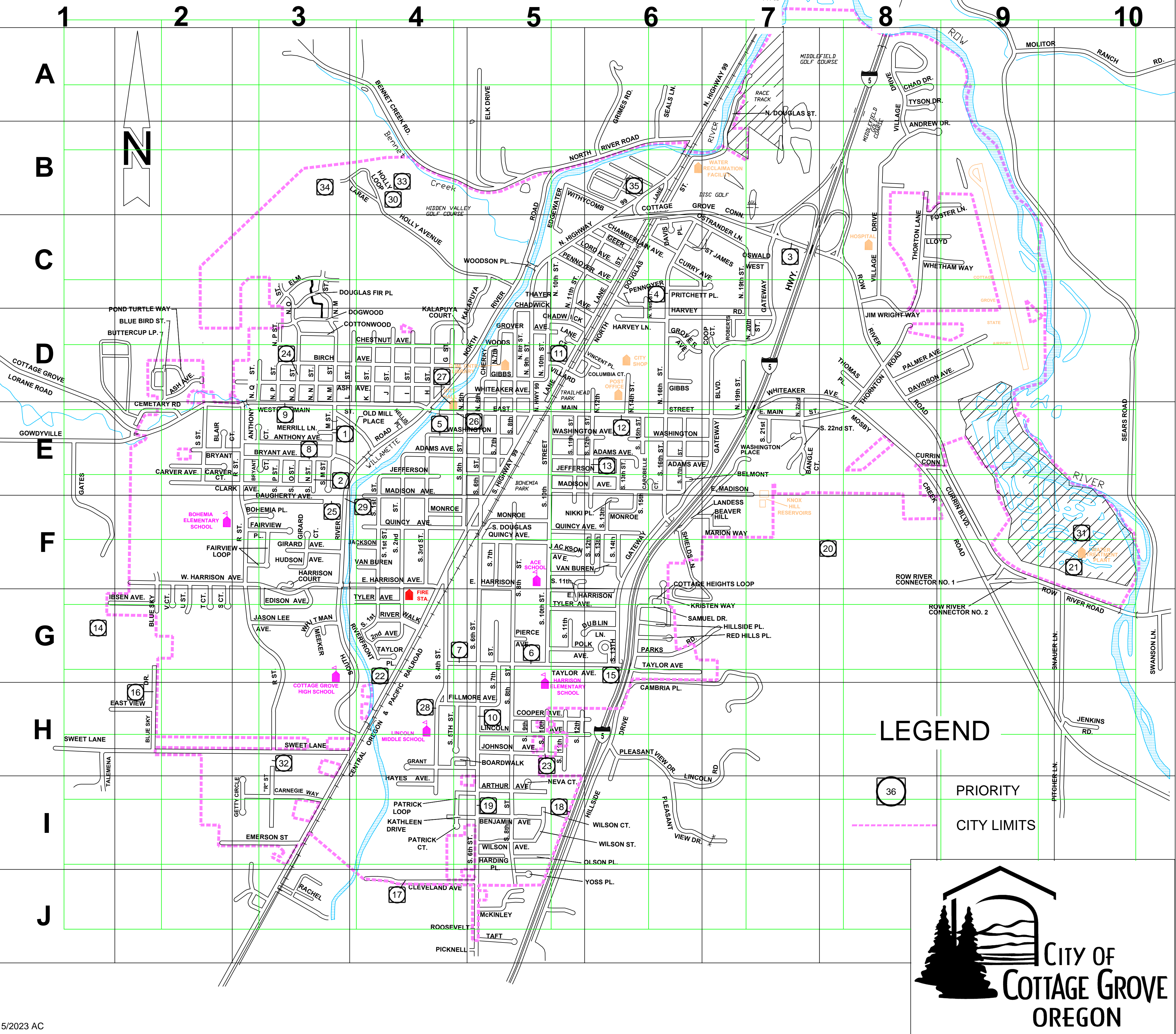
- ❖ Provides maintenance and operation of approximately 49 miles of water mains ranging in size from 2 inches to 18 inches in diameter.
- ❖ The water distribution system network contains two reservoirs with a storage capacity of 4.3 million gallons.
- ❖ Two pressure booster pump stations: Taylor Pump Station to serve customers on Taylor Avenue, Parks Road, and Cambria Place and Holly Pump Station to serve Holly Avenue
- ❖ 480 fire hydrants within the distribution system (413 public and 67 private).
- ❖ There are 4,086 metered water service connections (3,983 active accounts as of March 2023 billing and approximately 103 accounts idle).
- ❖ 47 fire service connections.
- ❖ One pressure regulating station
- ❖ There are 1,746 private backflow devices throughout the municipal water system. There are an additional 94 devices on city buildings and parks water services, for a total of 1,840.



Water mainline break repair



WATER IMPROVEMENT MAP



WATER PROJECTS PROJECTED CAPITAL IMPROVEMENT NEEDS

Map No.	Project	Total Costs (5/2023 \$)	Map No.	Project	Total Costs (5/2023 \$)
1	12 inch on "M" St. from Main - Bryant	89,439	22	Hwy 99 from S. River Rd. to River Walk Subdivision	100,619
2	12" on "N" St. from Bryant - Clark	4,748	23	10th St. & Johnson Ave.	356,411
3	12" on Cottage Grove Conn. From Hwy 99 to Row River Rd.	252,543	24	N. "O" St. from Ash - Birch	17,000
4	12" on 16th St. from Cottage Grove Conn. to Washington Ave.	466,952	25	Daugherty Ave. Loop	22,513
5	12" on Washington Ave. from 3rd - 5th	71,521	26	N. River Rd./Main St. across bridge to S. 5th St./Washington	308,289
6	12" on Taylor from 8th - 10th	63,097	27	Loop 8-inch at City Hall	42,575
7	12" on Taylor from 4th - 6th <i>Completed FY 20-21</i>	0	28	Replace 10" AC line on S. 4th St. <i>Portion Completed FY 15-16</i> <i>Remaining Portion Completed FY 20-21</i>	0
8	12" on Bryant from "R" - "M"	150,086	29	12" S. River Rd. from Nellis - Harrison	363,117
9	12" on Main St. from "R" - "M"	0	30	Backup generator at Holly Pump Station <i>Completed FY 17-18</i>	0
10	12" on 6th St. from Taylor - Grant	134,618	31	Add an addition 2 MGD Capacity to Water Treatment Plant <i>Portion Completed FY 19-20</i> <i>Remaining Portion Completed FY 20-21</i>	0
11	8" on 10th St. from Villard - Hwy. 99	135,997	32	South R Street Extension from Sweet Lane to Industrial Park Budgeted FY 23-24	61,837
12	8" on Main St. from 12th St. to Gateway Blvd.	148,402	33	Upgrade Holly Pump Station Budgeted FY 23-24	116,434
13	8" on 12th St. from Jefferson - Adams	15,468	34	New 250,000 Gal. Reservoir toe serve Mt. David and Sunrise Ridge FY 23-24	750,000
14	New 3.1 MG Reservoir (West Side)	4,616,378	35	Water Upgrades on Hwy 99 from Koffee Cup to Riverside Apartments <i>Completed FY 23-24</i> Yearly Program to upsize all water lines less than 8 inches in diameter to 8 inch pipe that not listed above	13,783,432
15	New Taylor St. Pump Station <i>Completed FY 17-18</i>	0			
16	12" on Blue Sky from Harrison - Sweet Lane	253,768			
17	12" on Cleveland Ave. from Hwy. 99 to I-5	471,700			
18	12" along west side of I-5	424,070			
19	12" on S. 6th from Grant - Cleveland	215,634			
20	New 1.05 MG Reservoir (Knox Hill) \$200,000 budgeted FY 22-23	1,563,654			
21	Water Master Plan Budgeted FY 23-34	291,298			

TOTAL OF ESTIMATED COSTS NOT FUNDED = \$25,291,601



City of Cottage Grove Fiscal Year 2023-24 Budget

WATER FUND: Water Distribution 202-220

2020-21 ACTUAL	2021-22 ACTUAL	2022-23 BUDGET	DESCRIPTION	FTE	2023-24 PROPOSED	2023-24 APPROVED	2023-24 ADOPTED
PERSONNEL SERVICES							
0	13906	14,935	60215 PAYROLL/HR SPECIALIST	0.20	17,200	17,200	17,200
27,934	24,429	25,165	60240 UTILITIES BILLING SPECIALIST	0.53	27,660	27,660	27,660
10,665	10,973	12,855	60250 FINANCE CLERK	0.33	16,075	16,075	16,075
18,310	19,044	20,315	60299 PUBLIC WORKS/DEVEL. DIRECTOR	0.16	20,910	20,910	20,910
0	6,388	9,575	60317 BLDG PERMIT SPCLST/CODE COMPL	0.00	0	0	0
40,852	29,695	32,035	60410 ADMINISTRATIVE AIDE	0.68	37,945	37,945	37,945
20,060	13,385	10,890	60430 CITY ENGINEER	0.00	0	0	0
38,032	41,542	49,985	60440 UTILITIES MAINT. SUPERVISOR	0.49	47,900	47,900	47,900
31,722	34,640	37,535	60450 FLEET & FACILITIES MANAGER	0.40	39,200	39,200	39,200
303,294	331,905	396,395	60480 UTILITY MAINTENANCE WORKER	5.97	383,900	383,900	383,900
0	5,705	7,780	61000 TEMPORARY WORKERS	0.28	8,500	8,500	8,500
3,403	4,387	4,900	61100 OVERTIME		4,900	4,900	4,900
5,789	6,576	7,000	62010 WORKERS' COMPENSATION		6,995	6,995	6,995
496	538	7,160	62020 UNEMPLOYMENT		6,950	6,950	6,950
37,087	40,321	52,515	62030 FICA		51,105	51,105	51,105
203	183	225	63010 LIFE INSURANCE		225	225	225
92,658	131,118	155,150	63020 RETIREMENT		181,175	181,175	181,175
1,939	1,543	2,380	63030 DISABILITY INSURANCE		2,350	2,350	2,350
156,122	166,096	190,775	63040 HEALTH INSURANCE		191,200	191,200	191,200
2,761	2,760	2,625	63050 DEFERRED COMPENSATION		5,830	5,830	5,830
0	0	1,230	63060 PAID FAM. MED. LEAVE INS.		2,400	2,400	2,400
791,328	885,134	1,041,425	TOTAL PERSONNEL SERVICES	9.04	1,052,420	1,052,420	1,052,420
MATERIALS AND SERVICES							
47,394	30,469	26,840	71000 CONTRACTUAL SERVICES		25,000	25,000	25,000
0	577	2,500	71210 CLOTHING		2,000	2,000	2,000
33,828	28,936	35,000	71500 ELECTRICITY		30,000	30,000	30,000
10,891	7,611	4,500	71520 TELEPHONE/MOBILE DEVICES		4,500	4,500	4,500
2,689	2,728	2,800	71530 NATURAL GAS		3,000	3,000	3,000
5,800	15,911	33,000	71540 FUEL & LUBRICANTS		25,000	25,000	25,000
0	0	100	71560 COMMUNICATIONS SERVICE		100	100	100
2,625	1,417	2,500	71700 BUILDING MAINT. & REPAIR		2,500	2,500	2,500
14,057	19,819	15,000	71710 EQUIPMENT MAINT. & REPAIR		15,000	15,000	15,000
3,492	9,148	7,500	71720 VEHICLE MAINT. & REPAIR		7,500	7,500	7,500
360	0	250	71730 RADIO MAINT. & REPAIR		250	250	250
0	86	500	72000 COMPUTER MAINT. & SUPPLIES		1,000	1,000	1,000
131	367	0	72010 OFFICE SUPPLIES		0	0	0
6,336	4,604	10,000	72100 MINOR EQUIPMENT & TOOLS		10,000	10,000	10,000
6,434	2,247	2,500	72120 EQUIP. RENTAL & LEASE		2,500	2,500	2,500
277	124	1,000	72400 LAB TESTS & SUPPLIES		1,000	1,000	1,000
667	4,889	500	72410 TREATMENT CHEMICALS		500	500	500
4,108	4,431	2,500	72510 SAFETY EQUIPMENT		2,500	2,500	2,500
1,066	311	500	72600 CLEANING & SANITARY SUPPLIES		500	500	500
18,094	10,768	10,000	73000 SAND & GRAVEL		10,000	10,000	10,000
887	972	5,000	73010 ASPHALT & CONCRETE		5,000	5,000	5,000
77,543	37,933	40,000	73100 WATER PIPE & APPURTENANCES		40,000	40,000	40,000
4,812	15,385	25,000	73110 HYDRANTS		25,000	25,000	25,000
17,561	3,405	10,000	73120 WATER METERS		15,000	15,000	15,000
18,811	20,422	31,960	73420 CREDIT CARD PROCESSING FEE		20,000	20,000	20,000
13,452	9,444	10,000	73600 MISC. SUPPLIES & EXPENSE		10,000	10,000	10,000

City of Cottage Grove Fiscal Year 2023-24 Budget

WATER FUND: Water Distribution 202-220

2020-21 ACTUAL	2021-22 ACTUAL	2022-23 BUDGET	DESCRIPTION	2023-24 FTE PROPOSED	2023-24 APPROVED	2023-24 ADOPTED
291,316	232,002	279,450	TOTAL MATERIALS AND SERVICES	257,850	257,850	257,850
1,082,643	1,117,136	1,320,875	TOTAL EXPENDITURES	1,310,270	1,310,270	1,310,270

WATER PRODUCTION

FUND/DEPARTMENT #: 202-240

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.

DEPARTMENT 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.

FOCUS AND GOALS – FISCAL YEAR 2023-24

- Continue revising and updating water quality monitoring and sampling plans to meet EPA regulations.
- 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.
- Continue finding ways to cut down on chemical shipping costs where possible.
- Assist City Staff with the continued administration of the City's Drinking Water Protection Plan approved by the Oregon Health Authority Drinking Water Services.
- Clean and inspect intake basin and reservoirs.
- Support new staff in obtaining level 1 certifications.
- Work with chemical suppliers to forecast potential outages and/or shipping issues.
- Support West Yost in developing a City Water Master Plan.
- Continue promoting water conservation education to City water users.

PRIMARY ACCOMPLISHMENTS – FISCAL YEAR 2022-23

- Contracted with West Yost to create a City Water Master Plan.
- 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 to prepare for certification review exams.
- Received extension of water right use from Oregon Water Resources Department.
- Perfected 2 MGD of water right for City drinking water production.
- Completed an instream water right lease to State of Oregon for the City water rights at the head waters of Layng, Prather, and Dinner Creeks. Protecting them for future use by City.
- Collected by-weekly raw & finished water testing for Harmful Algal Bloom Cyanotoxins.
- Installed new air compressor replacing a failed unit.
- Purchased 2 portable water treatment plants for emergency use.
- Continued purchasing critical spare parts to have on hand, cutting down on potential long lead wait times.
- Developed enhanced module cleaning procedures to deal with wildfire related water quality issues.
- Installed new bulk chemical tanks replacing deliveries of chemicals in 55 gallon drums.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2022-23

- Significant increases in labor, and chemicals.

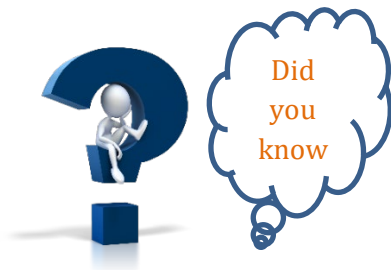
PERSONNEL

POSITION	GROUP	SALARY RANGE	2022 FTE	2023 FTE	2024 FTE
Public Works & Dev. Director	Exempt	\$101,959-\$130,120	0.09	0.09	0.09
City Engineer	Exempt	\$81,252-\$103,704	0.05	0.03	0.00
Fleet & Facilities Manager	Exempt	\$75,688-\$96,592	0.05	0.05	0.05
Water Production Superintendent	Exempt	\$73,685-\$94,046	1.00	1.00	1.00
Payroll-HR Specialist	Exempt	\$63,504-\$81,060	0.05	0.05	0.05
Utility Maintenance Worker 1, 2 & 3	Laborers	\$46,973-\$71,555	3.10	3.10	3.10
Building Permit Specialist/Code Comp	General	\$48,245-\$61,564	0.05	0.05	0.05
Administrative Aide	General	\$54,848-\$70,006	0.10	0.10	0.10
TOTAL FULL-TIME EQUIVALENT			4.49	4.47	4.44

PERFORMANCE MEASUREMENTS

Strategy	Measure	Actual 2019-20	Actual 2020-21	Actual 2021-22	YTD 2022-23
Meet EPA's drinking water standards	Potable Water Produced (mil gal/yr)	487	537	490	480
	Consumer Confidence Reports distributed	4441	4445	4500	4500
Number of Sampling & Testing Performed					
Daily: WTP					
	Turbidity of filtered water every 4 hrs	1446	1498	1405	1405
Daily: EP					
	Chlorine residual	366	365	365	365
	pH	366	365	365	365
	Temperature	366	365	365	365
Weekly: DS					
	Bacteriological 4/wk	195	208	208	208
	Chlorine residual	195	208	208	208
Monthly: RWS					
	Total and E. coli Bacteriological	12	12	12	12
Quarterly: RWS					
	Total Organic Carbon	4	4	4	4
Quarterly: WTP					
	Total Organic Carbon	4	4	4	4
Quarterly: DS					
	Trihalomethanes	32	32	32	32
	Holacetic Acids	40	40	40	40
Annually: EP					
	Nitrate	4	1	1	1
	Volatile Organics - Regulated	23	23	23	23
	Volatile Organics - Non-Regulated	22	22	22	22
Every 3 years: EP					
	Synthetic Organic Chemicals	Due 2020	96	Due 2024	Due 2024
Every 3 years: DS					
	Lead	Due 2021	40	Due 2024	Due 2024
	Copper	Due 2021	40	Due 2024	Due 2024
	pH	Due 2021	14	Due 2024	Due 2024
Every 6 years: DS					
	None Due	None Due	None Due	None Due	None Due
Every 9 years: EP					
	Radionuclides - Radium 226/228	Due 2024	Due 2024	Due 2024	Due 2024
	Radionuclides - Uranium	Due 2024	Due 2024	Due 2024	Due 2024
	Radionuclides - Gross Alpha	Due 2024	Due 2024	Due 2024	Due 2024
	Inorganic Chemicals	Due 2020	20	Due 2029	Due 2029
	Nitrate	Due 2020	1	Due 2029	Due 2029
	Arsenic	Due 2020	1	Due 2029	Due 2029
Every 9 years: DS					
	Asbestos	Due 2020	1	Due 2029	Due 2029

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



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.



An exterior view of the Row River Water Treatment Plant

City of Cottage Grove Fiscal Year 2023-24 Budget

WATER FUND: Water Production 202-240

2020-21 ACTUAL	2021-22 ACTUAL	2022-23 BUDGET	DESCRIPTION	FTE	2023-24 PROPOSED	2023-24 APPROVED	2023-24 ADOPTED
PERSONNEL SERVICES							
0	3,476	3,740	60215 PAYROLL/HR SPECIALIST	0.05	4,050	4,050	4,050
10,300	10,713	11,430	60299 PUBLIC WORKS/DEVEL. DIRECTOR	0.09	11,765	11,765	11,765
0	1,597	2,400	60317 BLDG PERMIT SPCLST/CODE COMPL	0.05	2,650	2,650	2,650
7,702	4,767	5,100	60410 ADMINISTRATIVE AIDE	0.10	5,860	5,860	5,860
4,775	3,187	2,595	60430 CITY ENGINEER	0.00	0	0	0
3,965	4,330	4,695	60450 FLEET & FACILITIES MANAGER	0.05	4,830	4,830	4,830
69,050	78,629	89,370	60460 WATER PRODUCTION SUPER	1.00	90,250	90,250	90,250
179,513	165,790	179,770	60480 UTILITY MAINTENANCE WORKER	3.10	201,700	201,700	201,700
14,150	8,924	5,500	61100 OVERTIME		5,000	5,000	5,000
3,752	4,297	5,500	62010 WORKERS' COMPENSATION		6,200	6,200	6,200
290	282	3,655	62020 UNEMPLOYMENT		3,855	3,855	3,855
21,850	21,251	26,350	62030 FICA		27,770	27,770	27,770
98	88	120	63010 LIFE INSURANCE		120	120	120
55,844	58,536	79,100	63020 RETIREMENT		101,115	101,115	101,115
1,017	738	1,230	63030 DISABILITY INSURANCE		1,230	1,230	1,230
60,034	68,039	87,125	63040 HEALTH INSURANCE		81,350	81,350	81,350
2,293	1,230	1,250	63050 DEFERRED COMPENSATION		2,660	2,660	2,660
0	0	600	63060 PAID FAM. MED. LEAVE INS.		1,285	1,285	1,285
434,631	435,873	509,530	TOTAL PERSONNEL SERVICES	4.44	551,690	551,690	551,690
MATERIALS AND SERVICES							
15,978	19,077	20,000	71000 CONTRACTUAL SERVICES		25,000	25,000	25,000
0	0	250	71210 CLOTHING		1,500	1,500	1,500
105,664	106,657	100,000	71500 ELECTRICITY		100,000	100,000	100,000
9,413	8,773	10,595	71520 TELEPHONE/MOBILE DEVICES		10,595	10,595	10,595
3,722	3,615	5,000	71540 FUEL & LUBRICANTS		3,500	3,500	3,500
520	5,509	5,000	71700 BUILDING MAINT. & REPAIR		5,000	5,000	5,000
7,935	15,116	20,000	71710 EQUIPMENT MAINT. & REPAIR		25,000	25,000	25,000
0	4,243	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
1,939	21	1,500	72000 COMPUTER SERVICE & SUPPLIES		1,500	1,500	1,500
12	485	0	72010 OFFICE SUPPLIES		0	0	0
1,752	179	2,500	72100 MINOR EQUIPMENT & TOOLS		2,500	2,500	2,500
240	200	1,000	72120 EQUIPMENT RENTAL & LEASE		1,000	1,000	1,000
0	857	1,000	72300 BUILDING SUPPLIES		1,000	1,000	1,000
14,064	15,713	15,000	72400 LAB TESTS & SUPPLIES		15,000	15,000	15,000
43,097	54,582	60,000	72410 TREATMENT CHEMICALS		95,000	95,000	95,000
104	735	500	72510 SAFETY EQUIPMENT		500	500	500
1,864	1,936	3,000	73600 MISC. SUPPLIES & EXPENSE		3,500	3,500	3,500
206,303	237,699	246,945	TOTAL MATERIALS AND SERVICES		292,195	292,195	292,195
640,934	673,572	756,475	TOTAL EXPENDITURES		843,885	843,885	843,885



WATER INTERNAL SUPPORT DEPARTMENT

FUND/DEPARTMENT #: 202-295

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.

DEPARTMENT 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.

FOCUS AND GOALS – FISCAL YEAR 2023-24

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

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2022-23

- No significant budget changes.

City of Cottage Grove Fiscal Year 2023-24 Budget

WATER FUND: Internal Support Department 202-295

2020-21 ACTUAL	2021-22 ACTUAL	2022-23 BUDGET	DESCRIPTION	2023-24 PROPOSED	2023-24 APPROVED	2023-24 ADOPTED
MATERIALS & SERVICES						
406	126	1,000	70030 ADVERTISING	1,000	1,000	1,000
24	36	500	70040 CONSUMER CONFIDENCE REPORT	1,000	1,000	1,000
6,211	4,276	4,490	70100 AUDIT EXPENSE	4,715	4,715	4,715
33,082	34,291	40,495	70400 INSURANCE & BONDS	41,710	41,710	41,710
527	435	500	71012 EMAIL & WEB SERVICES	500	500	500
0	0	22,000	71570 COMPUTER SOFTWARE/SUPPORT	22,000	22,000	22,000
1,561	2,027	2,000	71600 POSTAGE	2,500	2,500	2,500
11,466	12,063	14,000	71610 UTILITY BILLING POSTAGE	14,000	14,000	14,000
7,530	4,627	5,340	72000 COMPUTER HARDWARE & SUPPLIES	6,000	6,000	6,000
1,686	924	3,000	72010 OFFICE SUPPLIES	1,000	1,000	1,000
587	711	1,000	72030 BOOKS, MAPS & PERIODICALS	1,000	1,000	1,000
0	0	1,900	72055 SAFETY & APPRECIATION AWARDS	2,000	2,000	2,000
57	0	500	72100 MINOR EQUIPMENT-TOOLS	500	500	500
18	752	1,000	73600 MISCELLANEOUS SUPPLIES	1,000	1,000	1,000
4,100	4,300	1,000	74000 PROGRAM FEES & DUES	1,000	1,000	1,000
4,989	4,586	6,000	74100 PROFESSIONAL ASSOCIATION DUES	6,000	6,000	6,000
7,065	3,170	6,000	74200 EDUCATION & REGISTRATION FEES	1,000	1,000	1,000
1,476	1,355	3,000	74210 TRAVEL & SUBSISTENCE	3,000	3,000	3,000
256	1,396	1,000	74300 EMPLOYEE MEDICAL EXAMS & TESTS	1,500	1,500	1,500
2,500	2,500	2,500	76133 WATERSHED COUNCIL	2,500	2,500	2,500
69,050	69,200	69,230	79900 ADMINISTRATION FEE	69,285	69,285	69,285
20,000	20,000	20,000	79910 ENGINEERING SERVICE FEES	0	0	0
172,591	166,773	206,455	TOTAL MATERIALS & SERVICES	183,210	183,210	183,210
TRANSFERS						
19,950	20,961	21,860	90217 TRANSFER TO DEBT SERVICE	22,620	22,620	22,620
100,000	100,000	50,000	90232 TRANSFER TO WATER RESERVE FUND	50,000	50,000	50,000
119,950	120,961	71,860	TOTAL TRANSFERS	72,620	72,620	72,620
0	0	180,735	99000 CONTINGENCY	64,415	64,415	64,415
0	0	0	99010 UNAPPROPRIATED ENDING BALANCE	0	0	0
697,155	592,992	0	99020 ENDING BALANCE	0	0	0
697,155	592,992	180,735	TOTAL ENDING BALANCE	64,415	64,415	64,415
989,695	880,726	459,050	TOTAL EXPENDITURES	320,245	320,245	320,245
2,713,273	2,671,434	2,536,400	TOTAL WATER FUND EXPENDITURES	2,474,400	2,474,400	2,474,400

City of Cottage Grove Fiscal Year 2023-24 Budget

WASTEWATER FUND: Revenue 302-000

2020-21 ACTUAL	2021-22 ACTUAL	2022-23 BUDGET	DESCRIPTION	2023-24 PROPOSED	2023-24 APPROVED	2023-24 ADOPTED
670,680	737,301	320,000	41010 CARRYOVER	150,000	150,000	150,000
1,684,748	1,835,931	2,067,200	45040 WASTEWATER DISP USER CHARGES	2,300,000	2,300,000	2,300,000
357,550	332,406	300,000	45044 GOLF COURSE FEES	360,000	360,000	360,000
32,917	37,048	35,000	45045 PRO SHOP	35,000	35,000	35,000
95,685	104,077	90,000	45046 CLUB/CART RENTALS	115,000	115,000	115,000
43,914	44,069	40,000	45047 DELI SALES	45,000	45,000	45,000
11,943	11,943	11,945	45049 CG HOSPITAL MOWING FEES	11,945	11,945	11,945
815	1,609	1,000	45055 GOLF SIMULATOR	1,000	1,000	1,000
2,227,572	2,367,082	2,545,145	TOTAL CHARGES FOR SERVICE	2,867,945	2,867,945	2,867,945
15,688	0	0	51120 FEDERAL GRANTS	0	0	0
4,868	3,304	3,500	53200 INTEREST INCOME	3,500	3,500	3,500
			MISCELLANEOUS REVENUE			
142	48	400	54010 CREDIT BUREAU	400	400	400
2,153	1,025	1,000	54050 AUCTION PROCEEDS	1,000	1,000	1,000
12,261	7,249	2,500	54060 MISCELLANEOUS REVENUE	2,500	2,500	2,500
11,640	12,200	12,600	54250 RENTAL PROPERTY REVENUE	12,600	12,600	12,600
26,196	20,523	16,500	TOTAL MISCELLANEOUS REVENUE	16,500	16,500	16,500
2,945,005	3,128,210	2,885,145	TOTAL REVENUE	3,037,945	3,037,945	3,037,945



WASTEWATER COLLECTION

FUND/DEPARTMENT #: 302-320

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 45.95 miles of sanitary sewer lines ranging in size from 4 to 36 inches in diameter.

DEPARTMENT 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.

FOCUS AND GOALS – FISCAL YEAR 2023-24

- 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 Old Cottage Grove Hotel.
- Install 12" water reuse line down Douglas Street to Trailhead Park & Bohemia Park.

PRIMARY ACCOMPLISHMENTS – FISCAL YEAR 2022-23

- Repaired and sealed 15 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 200' of sewer mainline throughout the City.
- Repaired 6 sewer mainline breaks with in line repair technology.
- Treated 3,500' of sewer mainline with foamed root control.
- Installed approximately 400' of new 12" treated effluent mainline down N. Douglas.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2022-23

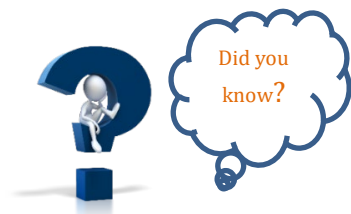
- A 12% wastewater rate increase is proposed to fund wastewater operations and Capital Improvements to the treatment plant and collection system. This is the final wastewater rate increase recommended by FCS through 2025. Significant increases in labor, electrical, fuel, and natural gas expenses.

PERSONNEL

POSITION	GROUP	SALARY RANGE	2022 FTE	2023 FTE	2024 FTE
Public Works & Dev. Director	Exempt	\$101,959-\$130,120	0.16	0.16	0.16
City Engineer	Exempt	\$81,252-\$103,704	0.11	0.05	0
Fleet & Facilities Manager	Exempt	\$75,688-\$96,592	0.15	0.15	0.15
Utility Maintenance Supervisor	Exempt	\$75,688-\$96,592	0.15	0.15	0.15
Payroll-HR Specialist	Exempt	\$63,504-\$81,060	0.20	0.20	0.2
Utility Maintenance Worker 1, 2 & 3	Laborers	\$46,973-\$71,555	2.06	2.06	2.06
Utility Billing Specialist	General	\$48,245-\$61,564	0.42	0.42	0.42
Finance Clerk	Exempt	\$19.38-\$24.74/hr	0.36	0.31	0.31
Building Permit Specialist/Code Comp	General	\$48,245-\$61,564	0.15	0.15	0
Administrative Aide	General	\$54,848-\$70,006	0.25	0.25	0.4
Temporary Workers	Exempt	\$14.20-\$14.20/hr	0.30	0.28	0.28
TOTAL FULL-TIME EQUIVALENT			4.31	4.18	4.13

PERFORMANCE MEASUREMENT

Strategy	Measure	Actual 2019-20	Actual 2020-21	Actual 2021-22	YTD 2022-23
<i>Provide a safe and effective conveyance of wastewater</i>	<i>No. of service requests evaluated</i>	48	60		67
	<i>No. of plugged sewer mains</i>	16	18		44
	<i>No. of lateral lines repaired</i>	14	14		10
	<i>Feet of sewer lines video</i>	13,219'	11,700'		11,300'



Wastewater Collection Facts:

- The Department maintains approximately 45.95 miles of sanitary sewer main lines.
- The Department responded to approximately 741 locate requests to locate the utility lines prior to excavation work being performed.
- 1 new sewer connections were made to the existing sewer system and 10 sewer laterals were repaired this year.
- There is a total of 3,764 active sewer customers served by the City's sanitary sewer collection system.



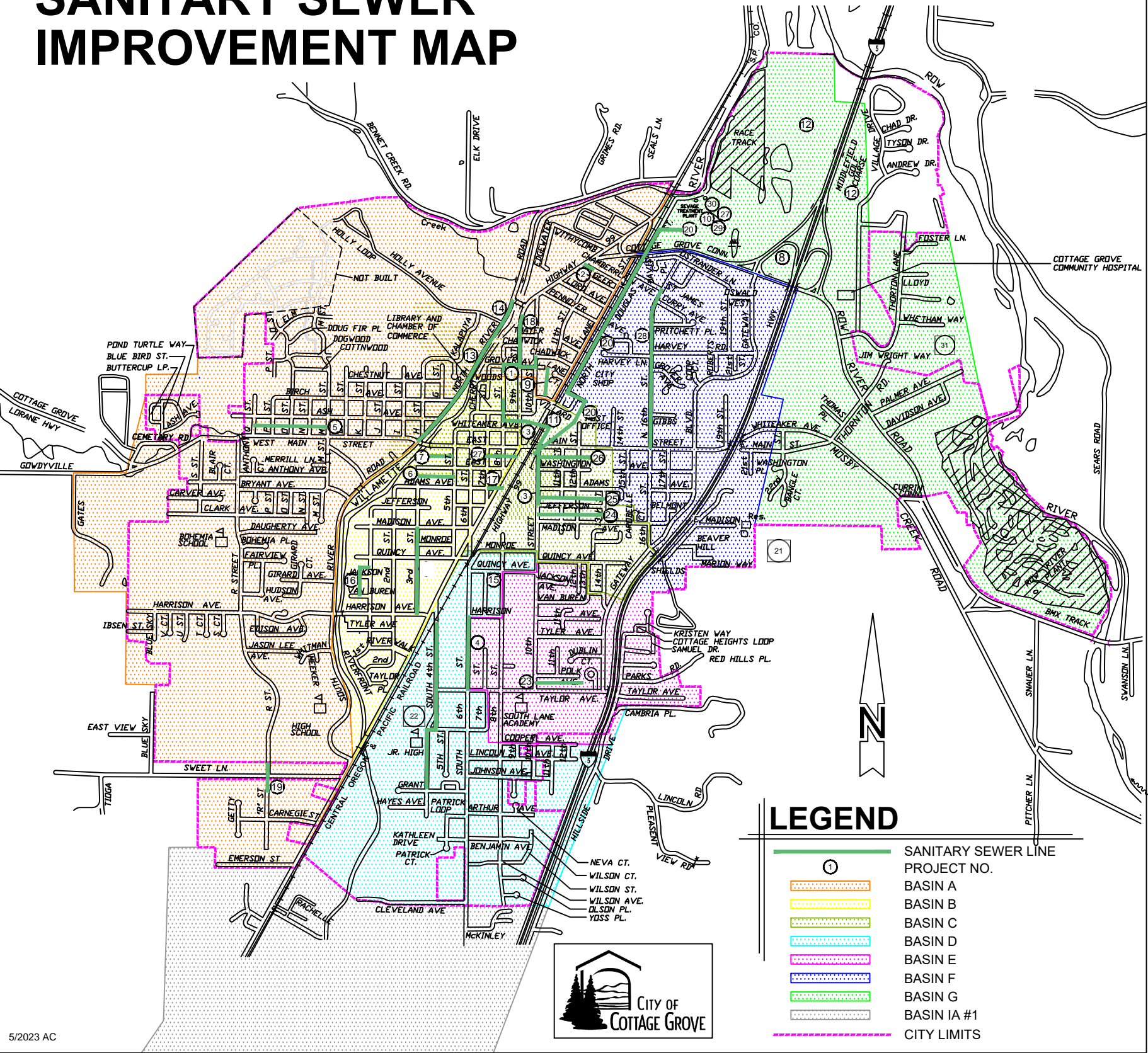
Sewer mainline repair



Lateral sewer line repair



SANITARY SEWER
IMPROVEMENT MAP



SANITARY SEWER PROJECTS
PROJECTED CAPITAL IMPROVEMENT NEEDS

Map No.	Project	Total Costs (5/2022 \$)	Map No.	Project	Total Costs (5/2022 \$)
1	Intersection at Grover Ave. and 8th St. to 10th St.	560,067	11	Trailhead Park Sewer Relocation	59,575
2	Intersection at Chamberlain Ave. and 11th St. to Intersection at N. Goshen Hwy..	108,736	12	Drainage Projects at Golf Course Completed FY 17-18	0
3	10th St. from Jefferson Ave. to Main St. across SPRR to N. of intersection 8th St. & Gibbs	1,360,731	13	N. River Road (Main to Holly)	225,283
4	Along 6th St. between Taylor Ave.. and Hamison Ave..	434,638	14	N. River Road (Holly to Woodson)	66,314
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin A	112,718	15	704 Quincy	25,729
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin B	1,031,920	16	635 South 1st. Portion Completed FY 15-16 Remainder Completed FY 18-19	0
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin C	1,185,988	17	Adams Avenue from Napa to S. 7th Street Completed FY 18-19	0
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin D	409,521	18	Highway 99 from Woodson to Grover Completed FY 18-19	0
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin E	398,341	19	South R Street Extension from Sweet Lane to Industrial Park FY 23-24	61,837
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin F	39,513	20	Wastewater Reuse Project Portion Completed FY 20-21 Remaining Completed FY 21-22	0
	Inflow/Infiltration Corrective Work	473,384	21	Miscellaneous Projects including CCTV inspections and manhole lining	1,837,791
5	Alley (Main & Ash) from "M" St. to "Q" St.	291,086	22	South 4th Street (Grant to RR tracks) Completed FY 20-21	0
6	Alley (Washington & Adams) from 3rd St. to 5th St. Completed FY 18-19	0	23	Pipe Bursting backlot sewer (Polk-Taylor) off South 10th Street	1,345,726
7	Alley (East Main to Washington)	142,123	24	Pipe Bursting backlot sewer (Madison-Jefferson) off South 10th Street Budgeted FY 23-24	300,000
8	Exit 174 irrigation for reuse effluent Completed FY 21-22	0	25	Pipe Bursting backlot sewer (Jefferson-Adams) off South 10th Street Budgeted FY 23-24	300,000
9	Alley between Lane St. & 10 St down to Villard.	473,395	26	Pipe bursting sewer (Main-Washington) from 7th to Hwy 99 Budgeted FY 23-24	300,000
10	Backup effluent pump with vault Completed FY 20-21	0	27	Construct New Clarifier at WWTP \$550,000 budgeted FY 22-23 Complete FY23-24	1,226,188
	PROJECT IDENTIFIED ON MASTER PLAN BUDGETED THIS FISCAL YEAR		28	North 16th Street Upgrade (Main to Chamberlain)	160,904
			29	Construct Bio Solids Dryer \$100,000 Budgeted FY 22-23	1,200,000
			30	Bio Solids Dryer - Design Budgeted FY 23-24	161,000
			31	Sewer Extension to the Airport Completed FY 22-23	0

TOTAL OF ESTIMATED COSTS NOT FUNDED = \$12,262,971



City of Cottage Grove Fiscal Year 2023-24 Budget

WASTEWATER FUND: Wastewater Collection 302-320

2020-21 ACTUAL	2021-22 ACTUAL	2022-23 BUDGET	DESCRIPTION	FTE	2023-24 PROPOSED	2023-24 APPROVED	2023-24 ADOPTED
PERSONNEL SERVICES							
0	13,906	15,045	60215 PAYROLL/HR SPECIALIST	0.20	16,450	16,450	16,450
22,135	19,359	19,940	60240 UTILITIES BILLING SPECIALIST	0.42	22,560	22,560	22,560
10,149	10,496	12,225	60250 FINANCE CLERK	0.31	14,620	14,620	14,620
18,310	19,044	20,315	60299 PUBLIC WORKS/DEVEL. DIRECTOR	0.16	20,915	20,915	20,915
0	4,791	7,180	60317 BLDG PERMIT SPCLST/CODE COMPL	0.00	0	0	0
20,667	11,805	12,715	60410 ADMINISTRATIVE AIDE	0.40	21,645	21,645	21,645
10,508	7,011	5,705	60430 CITY ENGINEER	0.00	0	0	0
11,643	12,717	14,080	60440 UTILITIES MAINT. SUPERVISOR	0.15	14,575	14,575	14,575
11,896	12,990	14,080	60450 FLEET & FACILITIES MANAGER	0.15	14,575	14,575	14,575
105,675	116,018	124,695	60480 UTILITY MAINTENANCE WORKER	2.06	134,575	134,575	134,575
0	5,705	7,780	61000 TEMPORARY WORKER	0.28	8,470	8,470	8,470
1,098	1,474	2,000	61100 OVERTIME		2,000	2,000	2,000
1,984	2,243	2,500	62010 WORKERS' COMPENSATION		2,750	2,750	2,750
212	236	2,665	62020 UNEMPLOYMENT		2,935	2,935	2,935
15,893	17,691	21,400	62030 FICA		22,625	22,625	22,625
82	75	100	63010 LIFE INSURANCE		100	100	100
39,364	55,053	59,360	63020 RETIREMENT		80,995	80,995	80,995
790	641	2,165	63030 DISABILITY INSURANCE		2,135	2,135	2,135
65,057	70,407	72,810	63040 HEALTH INSURANCE		83,985	83,985	83,985
1,399	1,355	970	63050 DEFERRED COMPENSATION		2,250	2,250	2,250
0	0	530	63060 PAID FAM. MED. LEAVE INS.		1,075	1,075	1,075
336,860	383,013	418,260	TOTAL PERSONNEL SERVICES	4.13	469,235	469,235	469,235
MATERIALS AND SERVICES							
34,232	36,744	30,040	71000 CONTRACTUAL SERVICES		30,000	30,000	30,000
0	577	1,500	71210 CLOTHING		1,500	1,500	1,500
2,352	2,524	4,000	71500 ELECTRICITY		4,500	4,500	4,500
6,617	4,936	4,880	71520 TELEPHONE/MOBILE DEVICES		4,880	4,880	4,880
2,113	2,895	3,000	71530 NATURAL GAS		3,500	3,500	3,500
3,263	15,653	22,600	71540 FUEL & LUBRICANTS		15,000	15,000	15,000
2,390	1,574	1,500	71700 BUILDING MAINT. & REPAIR		2,000	2,000	2,000
8,127	9,784	10,000	71710 EQUIPMENT MAINT. & REPAIR		10,000	10,000	10,000
1,509	8,173	5,000	71720 VEHICLE MAINT. & REPAIR		5,000	5,000	5,000
360	0	250	71730 RADIO MAINT. & REPAIR		100	100	100
375	461	250	72000 COMPUTER HARDWARE & SUPPLIES		500	500	500
1,489	298	0	72010 OFFICE SUPPLIES		0	0	0
4,437	2,801	5,000	72100 MINOR EQUIPMENT & TOOLS		5,000	5,000	5,000
6,315	2,129	1,000	72120 EQUIPMENT RENTAL & LEASE		1,000	1,000	1,000
2,596	3,555	2,500	72510 SAFETY EQUIPMENT		2,500	2,500	2,500
951	197	500	72600 CLEANING & SANITARY SUPPLIES		500	500	500
7,780	9,193	10,000	73000 SOIL/SAND/GRAVEL		10,000	10,000	10,000
723	412	5,000	73010 ASPHALT & CONCRETE		5,000	5,000	5,000
20,266	18,880	20,000	73200 SEWER PIPE		15,000	15,000	15,000
18,811	20,422	32,460	73420 CREDIT CARD PROCESSING FEE		20,000	20,000	20,000
7,881	6,693	5,000	73600 MISC. SUPPLIES & EXPENSE		5,000	5,000	5,000
132,586	147,898	164,480	TOTAL MATERIALS AND SERVICES		140,980	140,980	140,980
469,446	530,911	582,740	TOTAL EXPENDITURES		610,215	610,215	610,215



WASTEWATER TREATMENT

FUND/DEPARTMENT #: 302-324

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.

DEPARTMENT 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.

FOCUS AND GOALS – FISCAL YEAR 2023-24

- 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 and the I-5 exit 174 freeway interchange area.
- Expand treated effluent irrigation to Trailhead and Bohemia Parks.
- Rebuild clarifier #1 before fall 2023.
- Design a bio-solids drying system.
- Build a dry storage area for dried bio-solids.
- Restart tours of the treatment to interested City residents and business owners.

PRIMARY ACCOMPLISHMENTS – FISCAL YEAR 2022-23

- Build new treated effluent irrigation system at I-5 interchange.
- Receive approval from ODOT to irrigate the 174 Hwy Interchange with treated effluent.
- Completed design of construction documents for the operating mechanism for clarifier #1.
- Clarifier #1 new operating mechanism was built and shipped to the treatment plant.
- Drained and cleaned both clarifiers, grit tank, and contact basin.
- Renamed the wastewater plant to the Cottage Grove Water Reclamation Facility.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2022-23

- Significant increases in labor, chemical, electrical, fuel, natural gas expenses and bio-solids processing fees.

PERSONNEL

POSITION	GROUP	SALARY RANGE	2022 FTE	2023 FTE	2024 FTE
Public Works & Dev. Director	Exempt	\$101,959-\$130,120	0.09	0.09	0.09
Wastewater Treatment Plant Super.	Exempt	\$73,685-\$94,046	1.00	1.00	1.00
Fleet & Facilities Manager	Exempt	\$75,688-\$96,592	0.05	0.05	0.05
Payroll-HR Specialist	Exempt	\$63,504-\$81,060	0.05	0.05	0.05
Utility Maintenance Worker 1, 2 & 3	Laborers	\$46,973-\$71,555	3.10	3.10	3.10
Building Permit Specialist/Code Comp	General	\$48,245-\$61,564	0.05	0.05	0.00
Administrative Aide	General	\$54,848-\$70,006	0.07	0.07	0.12
TOTAL FULL-TIME EQUIVALENT			4.41	4.41	4.41



Clarifier #1 New Mechanism



New Water Reclamation Facility Sign



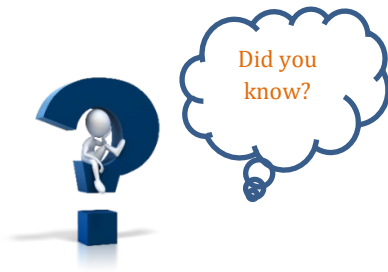
Staff rebuilding head works bar screen



Public notice information regarding disinfecting wipes

PERFORMANCE MEASUREMENT

Strategy	Measure	Actual 2020	Actual 2021	Actual 2022	Estimate 2023
Meet EPA's & DEQ's treatment and discharge standards	Millions of gallons treated per year	775.2	736.4	682.6	750.0
	Dry tons of bio-solids disposed	206	92.93	181.5	200
	Permit Violations	1	1	0	0



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 2023-24 Budget

WASTEWATER FUND: Wastewater Treatment 302-324

2020-21 ACTUAL	2021-22 ACTUAL	2022-23 BUDGET	DESCRIPTION	FTE	2023-24 PROPOSED	2023-24 APPROVED	2023-24 ADOPTED
PERSONNEL SERVICES							
10,300	10,713	11,430	60299 PUBLIC WORKS/DEVEL. DIRECTOR	0.09	11,810	11,810	11,810
0	3,476	3,740	60215 PAYROLL/HR SPECIALIST	0.05	4,050	4,050	4,050
0	1,597	2,395	60317 BLDG PERMIT SPCLST/CODE COMPL	0.00	0	0	0
6,332	3,338	3,570	60410 ADMINISTRATIVE AIDE	0.12	6,510	6,510	6,510
3,965	4,330	4,695	60450 FLEET & FACILITIES MANAGER	0.05	4,835	4,835	4,835
84,157	87,527	91,910	60470 WW TREATMENT PLANT SUPER	1.00	99,100	99,100	99,100
167,624	176,032	185,115	60480 UTILITY MAINTENANCE WORKER	3.10	189,155	189,155	189,155
8,595	5,587	4,000	61100 OVERTIME		4,000	4,000	4,000
3,080	3,494	3,850	62010 WORKERS' COMPENSATION		3,965	3,965	3,965
281	293	3,650	62020 UNEMPLOYMENT		3,750	3,750	3,750
21,144	22,052	26,195	62030 FICA		26,890	26,890	26,890
106	93	125	63010 LIFE INSURANCE		125	125	125
60,174	69,882	84,840	63020 RETIREMENT		98,700	98,700	98,700
1,032	791	1,405	63030 DISABILITY INSURANCE		1,405	1,405	1,405
85,601	81,876	89,545	63040 HEALTH INSURANCE		98,800	98,800	98,800
1,863	1,878	2,050	63050 DEFERRED COMPENSATION		9,120	9,120	9,120
0	0	610	63060 PAID FAM. MED. LEAVE INS.		925	925	925
454,254	472,959	519,125	TOTAL PERSONNEL SERVICES	4.41	563,140	563,140	563,140
MATERIALS AND SERVICES							
5,566	5,844	5,000	71000 CONTRACTUAL SERVICES		5,000	5,000	5,000
1,485	1,446	1,500	71210 CLOTHING		1,500	1,500	1,500
108,585	104,259	105,000	71500 ELECTRICITY		100,000	100,000	100,000
8,364	10,055	4,285	71520 TELEPHONE/MOBILE DEVICES		6,000	6,000	6,000
1,279	1,578	2,000	71530 NATURAL GAS		4,000	4,000	4,000
3,205	3,395	4,500	71540 FUEL & LUBRICANTS		4,500	4,500	4,500
10,951	4,241	5,000	71700 BUILDING MAINT. & REPAIR		5,000	5,000	5,000
33,732	39,324	25,000	71710 EQUIPMENT MAINT. & REPAIR		35,000	35,000	35,000
153	1,354	1,000	71720 VEHICLE MAINT. & REPAIR		1,000	1,000	1,000
1,804	1,913	2,500	72100 MINOR EQUIPMENT & TOOLS		5,000	5,000	5,000
251	341	1,000	72120 EQUIPMENT RENTAL & LEASE		1,000	1,000	1,000
27,926	29,044	30,000	72400 LAB TESTS & SUPPLIES		25,000	25,000	25,000
93,413	156,787	150,000	72410 TREATMENT CHEMICALS		150,000	150,000	150,000
51,901	82,694	80,000	72435 BIOSOLIDS DISPOSAL		100,000	100,000	100,000
364	319	250	72600 CLEANING & SANITARY SUPPLIES		500	500	500
2,587	2,469	2,500	73600 MISC. SUPPLIES & EXPENSE		3,500	3,500	3,500
351,566	445,062	419,535	TOTAL MATERIALS AND SERVICES		447,000	447,000	447,000
805,820	918,021	938,660	TOTAL EXPENDITURES		1,010,140	1,010,140	1,010,140

MIDDLEFIELD GOLF COURSE

FUND/DEPARTMENT #: 302-326

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.

DEPARTMENT 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.

FOCUS AND GOALS – FISCAL YEAR 2023-24

- 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.
- Build covered equipment storage at Maintenance Shop.
- Hard surface new gravel cart path on golf Hole #10.

PRIMARY ACCOMPLISHMENTS – FISCAL YEAR 2022-23

- Hosted Cottage Grove High School golf teams for practice, without holding tournaments.
- Hosted a cross country meet for Cottage Grove High School and the surrounding area teams.
- Hosted Bushnell University cross country meet.
- 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.
- Hired a new assistant golf course superintendent.
- Graded, widened, and rocked golf cart path for golf Hole #10.
- Built a new tee box for golf Hole #4 increasing it from a par 3 to a par 4 hole.
- Constructed a new cart path for golf Hole #4's new tee box.
- Surveyed and partitioned golf course rental house lot.
- Purchased and implemented new point of sale software for the Pro Shop.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2022-23

- Golf course fees are increased by 20% to address significant increases in labor, chemicals, fertilizers, electrical, fuel, and natural gas expenses. The increase brings the course fees in line with other surrounding golf courses.
- Move a regular part time employee position to full time to assist with added mowing responsibilities at 174 Interchange.

PERSONNEL

POSITION	GROUP	SALARY RANGE	2021 FTE	2022 FTE	2023 FTE
Golf Course Superintendent	Exempt	\$73,685-\$94,046	1.00	1.00	1.00
Pro Shop Manager	Exempt	\$47,250-\$60,304	1.00	1.00	1.00
Assistant Golf Course Superintendent	Laborers	\$51,836-\$71,555	0.00	1.00	1.00
Maintenance Worker	Laborers	\$46,973-\$71,555	0.00	0.00	1.00
Pro Shop Assistant	Exempt	\$16.28-\$20.77/hr	1.24	1.24	1.70
Groundskeeper Reg. Part-Time Worker	Exempt	\$16.28-\$20.77/hr	3.46	3.46	3.46
TOTAL FULL-TIME EQUIVALENT			6.70	7.70	9.16



New Hole #4 tee box at Middlefield Golf Course



New Middlefield Golf Course sign



New cart path for Hole #4 tee box

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	ACTUAL 2019-20	ACTUAL 2020-21	ACTUAL 2021-22	YTD 2022-23
<i>Use Reuse Water for Irrigation Purposes</i>	<i>Total Number of Gallons Applied (millions)</i>	34.00	84.10	68.30	52.90
<i>Provide Facility for Community Golf Programs and Tournaments Annually</i>	<i>No. of Tournaments</i>	6	0	12	0
	<i>No. of Annual Memberships</i>	42	32	50	32
	<i>Weekday Rounds</i>	6,489	12,629	12,463	9,967
	<i>Weekend Rounds</i>	3,615	4,180	3,340	2,783
	<i>Member Rounds</i>	5,291	5,380	4,901	4,146
	<i>Coupon Rounds</i>	*	*	2,244	1,661
	<i>Promotional Rounds</i>	1,119	1,390	1,108	916
	<i>Golf Simulator Rounds</i>	*	*	137	135
	<i>Total Rounds</i>	16,514	23,579	24,193	19,608
	<i>Cart Rentals</i>			9,187	7,544
	<i>Attendance at Golf Camp</i>	22	0	16	0
	<i>No. of high school golf events</i>	7	0	2	1
<i>Increase Sales to Support Operations & Maintenance</i>	<i>Clubs/Cart Rental</i>	\$ 59,219	\$ 95,685	\$ 104,076	\$ 81,183
	<i>Deli Shop Revenue</i>	\$ 28,836	\$ 43,914	\$ 44,068	\$ 40,767
	<i>Pro Shop Revenue</i>	\$ 31,644	\$ 32,917	\$ 37,047	\$ 29,288
	<i>Golf Simulator</i>	\$ -	\$ 815	\$ 1,609	\$ 1,325

City of Cottage Grove Fiscal Year 2023-24 Budget

WASTEWATER FUND: Middlefield Golf Course 302-326

2020-21 ACTUAL	2021-22 ACTUAL	2022-23 BUDGET	DESCRIPTION	FTE	2023-24 PROPOSED	2023-24 APPROVED	2023-24 ADOPTED
PERSONNEL SERVICES							
53,039	55,167	58,590	60476 GOLF SHOP MANAGER	1.00	60,310	60,310	60,310
40,535	38,586	55,155	60477 GOLF SHOP ASSISTANT	1.70	57,000	57,000	57,000
80,421	86,033	91,910	60478 GOLF COURSE SUPERINTENDENT	1.00	94,600	94,600	94,600
0	40,033	48,565	60479 ASSISTANT GOLF COURSE SUPER	1.00	55,730	55,730	55,730
0	0	0	60480 MAINTENANCE WORKER	1.00	47,050	47,050	47,050
85,484	94,816	119,620	61010 GROUNDSKEEPER/REG. PT. WORK	3.46	102,340	102,340	102,340
0	0	400	61100 OVERTIME		400	400	400
2,002	2,183	3,600	62010 WORKERS' COMPENSATION		3,750	3,750	3,750
263	320	4,500	62020 UNEMPLOYMENT		5,000	5,000	5,000
19,977	24,275	32,340	62030 FICA		34,250	34,250	34,250
49	64	100	63010 LIFE INSURANCE		120	120	120
33,358	50,811	74,675	63020 RETIREMENT		96,800	96,800	96,800
495	537	850	63030 DISABILITY INSURANCE		850	850	850
31,261	46,828	42,120	63040 HEALTH INSURANCE		64,950	64,950	64,950
1,061	1,287	2,410	63050 DEFERRED COMPENSATION		2,600	2,600	2,600
0	0	750	63060 PAID FAM. MED. LEAVE INS.		1,655	1,655	1,655
347,943	440,940	535,585	TOTAL PERSONNEL SERVICES	9.16	627,405	627,405	627,405
MATERIALS AND SERVICES							
2,662	3,067	5,000	70030 ADVERTISING		5,000	5,000	5,000
7,853	5,374	2,900	71000 CONTRACTUAL SERVICES		10,000	10,000	10,000
3,065	3,374	1,000	71020 LICENSES & PERMITS		5,000	5,000	5,000
105	1,702	2,000	71210 CLOTHING		3,000	3,000	3,000
28,260	24,649	30,000	71500 ELECTRICITY		25,000	25,000	25,000
6,993	7,042	8,985	71520 TELEPHONE/MOBILE DEVICES		8,985	8,985	8,985
1,650	2,508	2,250	71530 NATURAL GAS		5,000	5,000	5,000
10,749	21,200	27,800	71540 FUEL & LUBRICANTS		20,000	20,000	20,000
5,041	3,397	10,000	71700 BUILDING MAINT. & REPAIR		5,000	5,000	5,000
35,823	38,368	40,000	71710 EQUIPMENT MAINT. & REPAIR		3,000	3,000	3,000
30	27	250	71720 VEHICLE MAINT. & REPAIR		25,000	25,000	25,000
452	149	1,000	72000 COMPUTER HARDWARE & SUPPLIES		2,000	2,000	2,000
475	317	0	72010 OFFICE SUPPLIES		0	0	0
0	439	500	72030 BOOKS, MAPS & PERIODICALS		500	500	500
7,424	8,247	7,500	72100 MINOR EQUIPMENT & TOOLS		7,500	7,500	7,500
68	17	500	72120 EQUIPMENT RENTAL & LEASE		500	500	500
0	0	2,500	72140 SHOP SUPPLIES		2,500	2,500	2,500
23	158	500	72200 LANDSCAPING SUPPLIES		1,000	1,000	1,000
8,695	7,493	10,000	72320 IRRIGATION PARTS & SUPPLIES		10,000	10,000	10,000
17,849	16,773	20,000	72330 SUPPLIES/PRO SHOP INVENTORY		20,000	20,000	20,000
29,297	29,583	30,000	72340 SUPPLIES/DELI FOOD		30,000	30,000	30,000
15,896	18,878	25,000	72430 CHEMICALS/FERTILIZER		30,000	30,000	30,000
0	0	2,500	72440 GREENS MAINTENANCE SUPPLIES		2,500	2,500	2,500
0	0	5,000	72460 CART PATH MAINTENANCE SUPPLIES		5,000	5,000	5,000
999	2,277	1,000	72600 CLEANING & SANITARY SUPPLIES		1,500	1,500	1,500
3,804	9,805	10,000	73000 SOIL/SAND/GRAVEL		15,000	15,000	15,000
0	10,482	9,500	73420 CREDIT CARD PROCESSING FEE		7,500	7,500	7,500
11,859	3,585	4,000	73600 MISC. SUPPLIES & EXPENSE		5,000	5,000	5,000
2,210	1,615	2,000	74100 PROFESSIONAL ASSOC. DUES		2,000	2,000	2,000
1,138	1,071	2,500	74200 EDUCATION & REGISTRATION FEES		3,000	3,000	3,000
0	0	2,000	74210 TRAVEL & SUBSISTENCE		2,000	2,000	2,000
202,419	221,598	266,185	TOTAL MATERIALS AND SERVICES		262,485	262,485	262,485
550,363	662,538	801,770	TOTAL EXPENDITURES		889,890	889,890	889,890



WASTEWATER INTERNAL SUPPORT DEPARTMENT

FUND/DEPARTMENT #: 302-395

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.

DEPARTMENT 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.

FOCUS AND GOALS – FISCAL YEAR 2023-24

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

City of Cottage Grove Fiscal Year 2023-24 Budget

WASTEWATER FUND: Internal Support Department 302-395

2020-21 ACTUAL	2021-22 ACTUAL	2022-23 BUDGET	DESCRIPTION	2023-24 PROPOSED	2023-24 APPROVED	2023-24 ADOPTED
			MATERIALS & SERVICES			
0	410	1,000	70030 ADVERTISING	1,000	1,000	1,000
7,311	4,064	4,270	70100 AUDIT EXPENSE	4,485	4,485	4,485
81,517	84,575	99,500	70400 INSURANCE & BONDS	102,485	102,485	102,485
888	870	1,000	71000 CONTRACTUAL SERVICES	1,000	1,000	1,000
561	765	500	71012 EMAIL & WEB SERVICES	500	500	500
0	0	30,450	71570 COMPUTER SOFTWARE/SUPPORT	30,000	30,000	30,000
1,171	1,554	1,000	71600 POSTAGE	1,500	1,500	1,500
3,878	4,080	5,000	71610 UTILITY BILLING POSTAGE	5,000	5,000	5,000
7,830	4,606	5,340	72000 COMPUTER HARDWARE & SUPPLIES	5,000	5,000	5,000
535	356	1,500	72010 OFFICE SUPPLIES	1,500	1,500	1,500
179	487	300	72030 BOOKS, MAPS & PERIODICALS	300	300	300
0	0	2,650	72055 SAFETY & APPRECIATION AWARDS	3,000	3,000	3,000
115	0	500	72100 MINOR EQUIPMENT-TOOLS	500	500	500
10,046	11,078	5,000	73220 NDPES DISCHARGE PERMIT	12,000	12,000	12,000
0	0	500	74000 PROGRAM FEES & DUES	500	500	500
3,242	2,929	4,000	74100 PROFESSIONAL ASSOCIATION DUES	4,000	4,000	4,000
4,586	2,259	3,000	74200 EDUCATION & REGISTRATION FEES	4,000	4,000	4,000
0	210	1,000	74210 TRAVEL & SUBSISTENCE	1,500	1,500	1,500
598	195	500	74300 EMPLOYEE MEDICAL EXAMS & TESTS	1,000	1,000	1,000
0	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
69,145	69,205	75,150	79900 ADMINISTRATION FEE	69,575	69,575	69,575
20,000	20,000	20,000	79910 ENGINEERING SERVICE FEES	0	0	0
214,100	210,143	265,660	TOTAL MATERIALS & SERVICES	252,345	252,345	252,345
108,976	107,674	109,450	90217 TRANSFER TO DEBT SERVICE	107,865	107,865	107,865
59,000	325,000	84,600	90235 TRANSFER TO WW RESERVE FUND	50,000	50,000	50,000
167,976	432,674	194,050	TOTAL TRANSFERS	157,865	157,865	157,865
0	0	102,265	99000 CONTINGENCY	117,490	117,490	117,490
737,301	373,923	0	99020 ENDING BALANCE			
737,301	373,923	102,265	TOTAL ENDING BALANCE	117,490	117,490	117,490
1,119,377	1,016,740	561,975	TOTAL EXPENDITURES	527,700	527,700	527,700
2,945,005	3,128,210	2,885,145	TOTAL WASTEWATER FUND EXPENDITURES	3,037,945	3,037,945	3,037,945

STORM DRAIN UTILITY

FUND/DEPARTMENT #: 402-420

OVERVIEW

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

DEPARTMENT OPERATIONAL OBJECTIVES

- Complete minor repairs to the system infrastructure
- Clean storm drainage mainlines, catch basins, inlets and drainage channels
- Respond to underground locate requests and identify underground utilities
- 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.
- Install filters into existing storm drain catch basins.
- Replace storm drainage lines at Bryant Street and one at Gateway Blvd.

FOCUS AND GOALS – FISCAL YEAR 2023-24

- Work on removing storm water from the wastewater collection lines.
- Research feasibility of starting a yard waste and compost program.
- Work with West Yost to start, update, of the current Storm Water Management Plan.

PRIMARY ACCOMPLISHMENTS – FISCAL YEAR 2022-23

- Complete winter storm water flow test and received recommendation for improvements.
- Council adopted Low Impact Development code. Staff implemented the new code.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2022-23

- Significant increases in labor, electrical, fuel, and natural gas expenses.

PERSONNEL

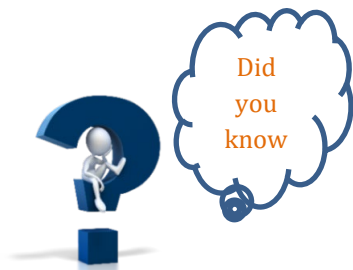
POSITION	GROUP	SALARY RANGE	2022 FTE	2023 FTE	2024 FTE
Public Works & Dev. Director	Exempt	\$101,959-\$130,120	0.10	0.10	0.10
City Engineer	Exempt	\$81,252-\$103,704	0.08	0.04	0.00
Fleet & Facilities Manager	Exempt	\$75,688-\$96,592	0.08	0.08	0.08
Utilities Maintenance Supervisor	Exempt	\$75,688-\$96,592	0.14	0.14	0.14
Utility Maintenance Worker 1, 2 & 3	Laborers	\$46,973-\$71,555	1.69	1.69	1.69
Utility Billing Specialist	General	\$48,245-\$61,564	0.05	0.05	0.05
Administrative Aide	General	\$54,848-\$70,006	0.08	0.08	0.08
Building Permit Specialist/Code Compl	General	\$48,245-\$61,564	0.05	0.05	0.05
Finance Clerk	Exempt	\$19.38-\$24.74/hr	0.08	0.07	0.07
Temporary Worker	Exempt	\$15.83-\$20.20/hr	0.30	0.00	0.00
TOTAL FULL-TIME EQUIVALENT			2.65	2.3	2.26

PERFORMANCE MEASUREMENTS

Strategy	Measure	Actual 2018-19	Actual 2019-20	Actual 2020-21	Actual 2022-23
Provide an effective conveyance of storm water	No. of service requests evaluated	4	15	20	17
	No. of plugged storm mains	4	4	5	0
	Feet of drainage channels cleaned	1700'	1900'	1500'	2,700'



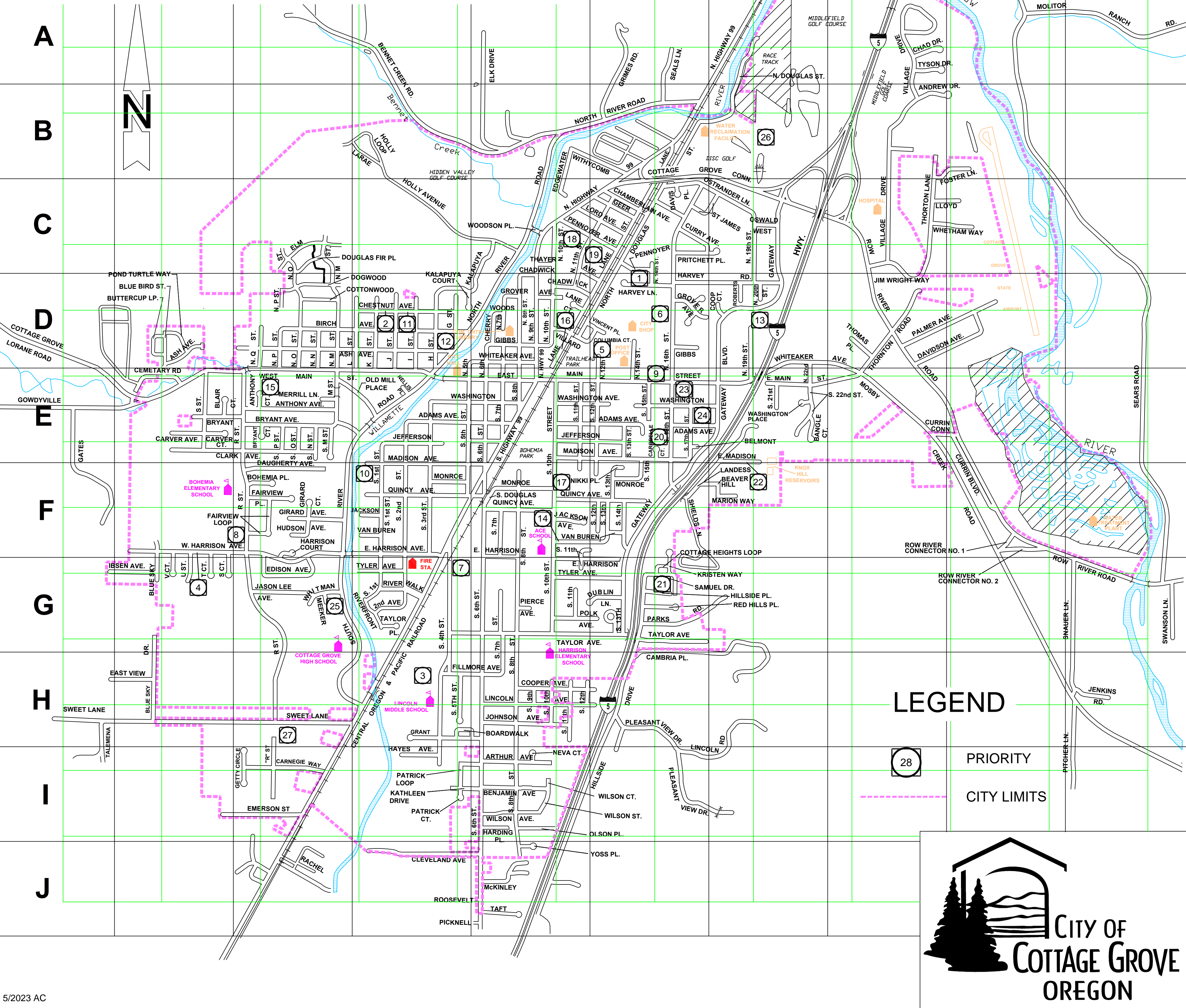
Trees removed that were impacting storm drainage lines



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 741 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 (5/2022 \$)	Map No.	Project	Total Costs (5/2023 \$)
1	Along Harvey Rd. between N. 16th and Hwy. 99	913,229	16	Along Hwy. 99 from Whiteaker Ave. to Villard Ave.	668,343
2	Along Chestnut between N. "L" St. and N. "J" St.	280,110	17	Along S. 12th St. between Dublin and Adams Ave.	2,355,742
3	Along Fillmore Ave. between S. 8th St. and Hwy. 99 Portion Completed FY 16-17 Remaing Portion Completed FY 20-21	0	18	West of Hwy. 99 from Thayer Ave. N. wards to N. 9th St.	1,219,068
4	Along Harrison Ave. between Blue Sky Drive and S. "S" St.	538,932	19	Along Hwy. 99 from Villard Ave. to Thayer Ave.	421,467
5	East of I-5 from Main/12th St. to Villard Ave.	1,219,068	20	Along S. 16th St. from I-5/S. 16th to Washington Ave.	559,914
6	Along N. 16th St. between Main St. & Harvey Rd.	1,414,946	21	East of I-5 between Parks Rd. and Shields Cemetary	233,246
7	Along S. 6th St. between Taylor Ave. and Quincy Ave.	933,138	22	Along E. Madison Ave. from about 850 ft. east of I-5 to S. 16th/Madison Ave.	630,056
8	Along S. property line of Bohemia School between S. "S" St. and about 135 feet east of S. "R" St.	299,407	23	Along S. 16th between Washington Ave. and Main St.	179,644
9	Along Main St. between 15th St. and 16th St.	158,816	24	Along Adams Ave. between Gateway Blvd. and S. 16th St.	419,935
10	Along Madison Ave. from S. 3rd St. to Coast Fork of Willamette River	688,559	25	Along Jason Lee Ave. from Whitmain Blvd. to the Coast Fork of Willamette River	484,105
11	Along Chestnut between N. "J" St. and N. "G" St.	538,932	26	N. Regional Park Ditch Cleaning	737,107
12	Along Birch between N. "G" St. and Coast Fork of Willamette River	331,262	27	South R Street Extension Sweet Lane to Industrial Park	61,837
13	Replace 36" CMP pipe through Double I development and along Gateway Blvd. Completed FY 21-22	0	Miscellaneous Projects		1,684,642
14	Upsize 12" pipe on South 10th Street from Quincy Avenue to Tyler Avenue Completed FY 22-23	0			
15	Replace backlot Storm Drainage line from Bryant to Silk Creek	334,189			
			PROJECT IDENTIFIED ON MASTER PLAN BUDGETED THIS FISCAL YEAR		

TOTAL OF ESTIMATED COSTS NOT FUNDED = \$17,305,693



City of Cottage Grove Fiscal Year 2023-24 Budget

STORM DRAIN UTILITY FUND: Revenue 402-000 Expenditures 402-420

2020-21 ACTUAL	2021-22 ACTUAL	2022-23 BUDGET	DESCRIPTION	FTE	2023-24 PROPOSED	2023-24 APPROVED	2023-24 ADOPTED
REVENUE							
191,885	129,679	84,500	41010 CARRYOVER		45,000	45,000	45,000
401,557	402,694	400,000	45050 STORM DRAINAGE FEES		400,000	400,000	400,000
5,728	0	0	51120 FEDERAL GRANTS		0	0	0
1,329	503	500	53200 INTEREST INCOME		300	300	300
32	11	100	54010 CREDIT BUREAU		100	100	100
4,894	0	1,000	54050 AUCTION PROCEEDS		1,000	1,000	1,000
2,412	546	500	54060 MISCELLANEOUS REVENUE		500	500	500
607,838	533,432	486,600	TOTAL REVENUE		446,900	446,900	446,900
EXPENDITURES							
PERSONNEL SERVICES							
2,635	2,305	2,375	60240 UTILITIES BILLING SPECIALIST	0.05	2,610	2,610	2,610
2,577	2,386	2,795	60250 FINANCE CLERK	0.07	3,375	3,375	3,375
11,445	11,903	12,695	60299 PUBLIC WORKS/DEVEL. DIRECTOR	0.10	13,100	13,100	13,100
0	1,597	2,395	60317 BLDG PERMIT SPCLST/CODE COMPL	0.00	0	0	0
6,788	3,814	4,080	60410 ADMINISTRATIVE AIDE	0.13	7,180	7,180	7,180
7,641	5,099	4,360	60430 CITY ENGINEER	0.00	0	0	0
10,866	11,869	13,145	60440 UTILITIES MAINT. SUPERVISOR	0.14	13,650	13,650	13,650
6,345	6,928	7,510	60450 FLEET & FACILITIES MANAGER	0.08	7,790	7,790	7,790
82,337	94,951	102,115	60480 UTILITY MAINTENANCE WORKER	1.69	109,200	109,200	109,200
0	5,705	0	61000 TEMPORARY WORKER	0.00	0	0	0
1,129	1,614	1,000	61100 OVERTIME PAY		1,000	1,000	1,000
1,461	1,664	1,620	62010 WORKERS' COMPENSATION		1,920	1,920	1,920
133	149	1,820	62020 UNEMPLOYMENT		1,925	1,925	1,925
9,873	11,135	13,095	62030 FICA		13,705	13,705	13,705
53	47	65	63010 LIFE INSURANCE		65	65	65
24,022	34,822	39,100	63020 RETIREMENT		49,200	49,200	49,200
503	400	1,415	63030 DISABILITY INSURANCE		1,415	1,415	1,415
41,973	43,775	48,390	63040 HEALTH INSURANCE		50,120	50,120	50,120
699	673	540	63050 DEFERRED COMPENSATION		1,575	1,575	1,575
0	0	305	63060 PAID FAM. MED. LEAVE INS.		665	665	665
210,480	240,833	258,820	TOTAL PERSONNEL SERVICES	2.26	278,495	278,495	278,495
MATERIALS & SERVICES							
0	0	500	70030 ADVERTISING		500	500	500
688	908	955	70100 AUDIT EXPENSE		1,005	1,005	1,005
5,223	5,276	6,235	70400 INSURANCE & BONDS		6,550	6,550	6,550
15,119	10,766	3,375	71000 CONTRACTUAL SERVICES		5,000	5,000	5,000
697	651	250	71012 EMAIL & WEB SERVICES		100	100	100
0	0	500	71210 CLOTHING		500	500	500
971	1,162	1,000	71500 ELECTRICITY		1,000	1,000	1,000
1,598	1,874	3,380	71520 TELEPHONE/MOBILE DEVICES		3,380	3,380	3,380
2,113	2,840	2,000	71530 NATURAL GAS		2,000	2,000	2,000
12,879	17,292	18,000	71540 FUEL & LUBRICANTS		10,000	10,000	10,000
314	42	1,000	71550 LANDFILL FEES		100	100	100
0	0	5,425	71570 COMPUTER SOFTWARE/SUPPORT		2,000	2,000	2,000
256	353	250	71600 POSTAGE		500	500	500
1,518	1,596	2,000	71610 UTILITY BILLING POSTAGE		1,500	1,500	1,500

City of Cottage Grove Fiscal Year 2023-24 Budget

STORM DRAIN UTILITY FUND: Revenue 402-000 Expenditures 402-420

2020-21 ACTUAL	2021-22 ACTUAL	2022-23 BUDGET	DESCRIPTION	FTE	2023-24 PROPOSED	2023-24 APPROVED	2023-24 ADOPTED
1,154	916	1,000	71700 BUILDING MAINT. & REPAIR		1,000	1,000	1,000
22,927	15,106	5,000	71710 EQUIPMENT MAINT. & REPAIR		5,000	5,000	5,000
398	5,265	5,000	71720 VEHICLE MAINT. & REPAIR		2,500	2,500	2,500
2,026	2,147	500	72000 COMPUTER HARDWARE & SUPPLIES		500	500	500
1,428	123	100	72010 OFFICE SUPPLIES		250	250	250
0	0	1,100	72055 SAFETY & APPRECIATION AWARDS		0	0	0
2,760	2,313	2,500	72100 MINOR EQUIPMENT & TOOLS		1,000	1,000	1,000
31	2,126	500	72120 EQUIPMENT RENTAL & LEASE		250	250	250
211	72	250	72600 CLEANING & SANITARY SUPPLIES		100	100	100
7,414	3,820	2,000	73000 SOIL-SAND-GRAVEL		2,000	2,000	2,000
345	66	1,000	73010 ASPHALT & CONCRETE		500	500	500
0	15,557	5,000	73020 STORM PIPE		2,500	2,500	2,500
4,180	4,538	6,900	73420 CREDIT CARD PROCESSING FEE		5,000	5,000	5,000
4,272	8,302	3,000	73600 MISCELLANEOUS SUPPLIES		3,000	3,000	3,000
0	0	500	74000 PROGRAM FEES AND DUES		500	500	500
21,445	23,370	27,240	79900 ADMINISTRATIVE FEE		29,665	29,665	29,665
20,000	3,500	20,000	79910 ENGINEERING FEES		0	0	0
129,967	129,982	126,460	TOTAL MATERIALS & SERVICES		87,900	87,900	87,900
50,455	51,000	40,000	90203 TRANSFER TO STREET FUND		20,000	20,000	20,000
3,272	3,438	3,590	90217 TRANSFER TO DEBT SERVICE		3,715	3,715	3,715
83,985	84,930	0	90236 TRANSFER TO STORM DRAIN RES		0	0	0
137,712	139,368	43,590	TOTAL TRANSFERS		23,715	23,715	23,715
0	0	57,730	99000 CONTINGENCY		56,790	56,790	56,790
129,679	23,249	0	99020 ENDING BALANCE				
0	0	0	TOTAL ENDING FUND BALANCE		0	0	0
607,838	533,432	486,600	TOTAL EXPENDITURES		446,900	446,900	446,900

INDUSTRIAL PARK OPERATIONS

FUND/DEPARTMENT #: 502-520

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.

DEPARTMENT 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.

FOCUS AND GOALS – FISCAL YEAR 2023-24

- 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.

PRIMARY ACCOMPLISHMENTS – FISCAL YEAR 2022-23

- Sold 3 industrial park properties totaling 9.36 acres.



City of Cottage Grove Fiscal Year 2023-24 Budget

INDUSTRIAL PARK OPERATION FUND: Revenue 502-000 Expenditures 502-520

2020-21 ACTUAL	2021-22 ACTUAL	2022-23 BUDGET	DESCRIPTION	2023-24 PROPOSED	2023-24 APPROVED	2023-24 ADOPTED
REVENUE						
118,644	16,332	25,000	41010 CARRYOVER	35,000	35,000	35,000
440	107	100	53200 INTEREST INCOME	100	100	100
0	0	0	54060 MISCELLANEOUS REVENUE	0	0	0
0	0	860,000	54300 SALE OF PROPERTY	660,000	660,000	660,000
0	85,000	0	54400 LOAN PROCEEDS	0	0	0
119,083	101,439	885,100	TOTAL REVENUE	695,100	695,100	695,100
EXPENDITURES						
MATERIAL & SERVICES						
0	80	75,000	71000 CONTRACTUAL SERVICES	5,000	5,000	5,000
0	0	0	79900 ADMINISTRATIVE FEE	0	0	0
0	80	75,000	TOTAL MATERIALS & SERVICES	5,000	5,000	5,000
CAPITAL OUTLAY						
0	0	0	82000 LAND ACQUISITION	0	0	0
102,751	101,351	79,890	90217 TRANSFER TO DEBT SERVICE	84,045	84,045	84,045
0	0	85,000	90236 TRANSFER TO STRM DRAIN RESERVE	0	0	0
0	0	0	90232 TRANSFER TO WATER RESERVE	0	0	151,000
0	0	645,210	99000 CONTINGENCY	606,055	606,055	455,055
16,332	8	0	99020 ENDING BALANCE			
119,083	101,439	885,100	TOTAL EXPENDITURES	695,100	695,100	695,100