

## City of Cottage Grove Fiscal Year 2025-26 Budget

### WATER FUND: Revenue 202-000

2022-23 ACTUAL	2023-24 ACTUAL	2024-25 BUDGET	DESCRIPTION	2025-26 PROPOSED	2025-26 APPROVED	2025-26 ADOPTED
592,637	374,968	410,000	41010 CARRYOVER	180,000	0	0
			CHARGES FOR SERVICES			
1,857,126	1,994,304	2,135,000	45010 SALE OF WATER	2,520,310		
28,525	26,500	30,000	45020 SERVICE CONNECTION FEES	30,000		
35,960	5,153	15,000	45030 INSTALLATION FEES	15,000		
<b>1,921,610</b>	<b>2,025,958</b>	<b>2,180,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>2,565,310</b>	<b>0</b>	<b>0</b>
0	0	18,510	51120 FEDERAL GRANT	0		
0	0	0	51125 FEMA ICE STORM REIMBURSEMENT	0		
16,608	18,799	8,300	53200 INTEREST INCOME	8,300		
			MISCELLANEOUS REVENUE			
75	85	100	54010 CREDIT BUREAU	100		
0	1,359	1,000	54050 AUCTION PROCEEDS	1,000		
2,534	16,967	5,000	54060 MISCELLANEOUS REVENUE	5,000		
555	2,100	500	54062 UTILITY NSF CHECK FEES	1,000		
14	6	0	54067 CREDIT CARD CONVENIENCE FEE	0		
0	1,869	0	54070 INSURANCE PROCEEDS	0		
0	9,775	0	54420 INTERFUND LOAN PROCEEDS	0		
<b>3,178</b>	<b>32,161</b>	<b>6,600</b>	<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>7,100</b>	<b>0</b>	<b>0</b>
<b>2,534,033</b>	<b>2,451,886</b>	<b>2,623,410</b>	<b>TOTAL REVENUE</b>	<b>2,760,710</b>	<b>0</b>	<b>0</b>

## WATER DISTRIBUTION

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### 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 2025-26

- 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.
- Inspect and inventory all city water lines to comply with State ORS for Lead water lines.

#### PRIMARY ACCOMPLISHMENTS – FISCAL YEAR 2024-25

- Continued partnership with South Lane County Fire and Rescue to install Storz fittings on the major port on fire hydrants.
- Purchased water leak detectors and began monitoring the City water distribution lines.
- Installed 14 new water meters.

#### SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2024-25

- A 7% water rate increase is proposed for the water use fee. The increase is needed to fund increases in labor and materials. The rate was determined by using the Waterworth software.

## ENTERPRISE FUND – WATER DISTRIBUTION

### PERSONNEL

POSITION	GROUP
Public Works & Dev. Director	Exempt
City Engineer	Exempt
Fleet & Facilities Manager	Exempt
Utilities Maintenance Supervisor	Exempt
Payroll-HR Specialist	Exempt
Utility Maintenance Worker 1, 2 & 3	Laborers
Utility Billing Specialist	General
Building Permit Specialist/Code Comp	General
Finance Clerk	Exempt
Administrative Aide	General
Temporary Worker	Exempt

## City of Cottage Grove Fiscal Year 2025-26 Budget

### WATER FUND: Water Distribution 202-220

2022-23 ACTUAL	2023-24 ACTUAL	2024-25 BUDGET	DESCRIPTION	FTE	2025-26 PROPOSED	2025-26 APPROVED	2025-26 ADOPTED
PERSONNEL SERVICES							
565,609	589,544	615,825	REGULAR SALARIES & WAGES		699,704		
6,817	7,103	7,000	SEASONAL/TEMP WAGES		0		
4,850	9,780	5,100	OVERTIME		0		
176,867	190,358	217,315	INSURANCE BENEFITS		267,868		
55,036	54,662	70,700	TAXES/OTHER		77,754		
137,003	181,973	195,500	PERS CONTRIBUTIONS		290,717		
<b>946,181</b>	<b>1,033,420</b>	<b>1,111,440</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>10.13</b>	<b>1,336,043</b>	<b>0</b>	<b>0</b>
MATERIALS AND SERVICES							
27,289	32,968	20,000	71000 CONTRACTUAL SERVICES		35,000		
1,131	897	2,000	71210 CLOTHING		2,000		
15,767	17,960	25,000	71500 ELECTRICITY		25,000		
7,133	4,937	4,500	71520 TELEPHONE/MOBILE DEVICES		4,500		
3,364	2,067	3,000	71530 NATURAL GAS		3,000		
15,356	16,127	20,000	71540 FUEL & LUBRICANTS		15,000		
0	0	100	71560 COMMUNICATIONS SERVICE		100		
1,538	2,822	2,500	71700 BUILDING MAINT. & REPAIR		5,000		
10,327	13,552	15,000	71710 EQUIPMENT MAINT. & REPAIR		15,000		
1,771	1,643	5,000	71720 VEHICLE MAINT. & REPAIR		5,000		
0	0	100	71730 RADIO MAINT. & REPAIR		100		
0	0	500	72000 COMPUTER MAINT. & SUPPLIES		500		
0	0	0	72010 OFFICE SUPPLIES		0		
399	7,676	6,000	72100 MINOR EQUIPMENT & TOOLS		6,000		
24	0	2,500	72120 EQUIP. RENTAL & LEASE		1,000		
307	574	1,000	72400 LAB TESTS & SUPPLIES		500		
0	992	1,000	72410 TREATMENT CHEMICALS		500		
866	1,474	2,500	72510 SAFETY EQUIPMENT		2,000		
367	784	1,000	72600 CLEANING & SANITARY SUPPLIES		1,000		
5,134	2,931	10,000	73000 SAND & GRAVEL		10,000		
0	350	5,000	73010 ASPHALT & CONCRETE		5,000		
48,006	32,205	30,000	73100 WATER PIPE & APPURTENANCES		25,000		
1,841	9,561	25,000	73110 HYDRANTS		25,000		
28,214	24,592	20,000	73120 WATER METERS		20,000		
22,342	21,400	23,000	73420 CREDIT CARD PROCESSING FEE		25,000		
5,725	5,695	10,000	73600 MISC. SUPPLIES & EXPENSE		5,000		
<b>196,899</b>	<b>201,206</b>	<b>234,700</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>236,200</b>	<b>0</b>	<b>0</b>
<b>1,143,080</b>	<b>1,234,626</b>	<b>1,346,140</b>	<b>TOTAL EXPENDITURES</b>		<b>1,572,243</b>	<b>0</b>	<b>0</b>

## **WATER PRODUCTION**

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### **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 2025-26**

- 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 2 and level 3 certifications.
- Work with chemical suppliers to forecast potential outages and/or shipping issues.
- Continue promoting water conservation education to City water users.

## ENTERPRISE FUNDS – WATER PRODUCTION

### PRIMARY ACCOMPLISHMENTS – FISCAL YEAR 2024-25

- Supported West Yost with the drafting of a new 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.
- Completed an instream water right lease to State of Oregon for the City water rights at the
- Collected by-weekly raw & finished water testing for Harmful Algal Bloom Cyanotoxins.
- Installed new air compressor replacing a failed unit.
- Continued purchasing critical spare parts to have on hand, cutting down on potential long lead wait times.
- Supported West Yost in developing a City Water Master Plan.

### SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2024-25

- Significant increases in labor, and chemicals.

## PERSONNEL

POSITION	GROUP
Public Works & Dev. Director	Exempt
City Engineer	Exempt
Fleet & Facilities Manager	Exempt
Water Production Superintendent	Exempt
Payroll-HR Specialist	Exempt
Utility Maintenance Worker 1, 2 & 3	Laborers
Building Permit Specialist/Code Comp	General
Administrative Aide	General



*An exterior view of the Row River Water Treatment Plant*

## City of Cottage Grove Fiscal Year 2025-26 Budget

### WATER FUND: Water Production 202-240

2022-23 ACTUAL	2023-24 ACTUAL	2024-25 BUDGET	DESCRIPTION	FTE	2025-26 PROPOSED	2025-26 APPROVED	2025-26 ADOPTED
PERSONNEL SERVICES							
312,570	302,073	327,775	REGULAR SALARIES & WAGES		325,553		
0	0	0	SEASONAL/TEMP WAGES		0		
6,469	13,614	9,000	OVERTIME		0		
78,728	77,139	104,680	INSURANCE BENEFITS		96,310		
32,440	28,616	40,940	TAXES/OTHER		34,649		
77,502	96,080	107,620	PERS CONTRIBUTIONS		159,767		
<b>507,709</b>	<b>517,522</b>	<b>590,015</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>3.85</b>	<b>616,279</b>	<b>0</b>	<b>0</b>
MATERIALS AND SERVICES							
24,120	36,657	20,000	71000 CONTRACTUAL SERVICES		25,000		
1,299	548	1,000	71210 CLOTHING		1,500		
97,544	118,637	110,000	71500 ELECTRICITY		110,000		
9,261	6,423	7,500	71520 TELEPHONE/MOBILE DEVICES		7,500		
2,311	11,597	3,500	71540 FUEL & LUBRICANTS		3,000		
12,835	10,535	7,500	71700 BUILDING MAINT. & REPAIR		7,500		
39,266	34,120	25,000	71710 EQUIPMENT MAINT. & REPAIR		30,000		
442	2,552	2,000	71720 VEHICLE MAINT. & REPAIR		2,000		
0	0	100	71730 RADIO MAINT. & REPAIR		100		
0	0	2,500	71750 METER MAINT. & REPAIR		2,500		
15	2,569	1,500	72000 COMPUTER SERVICE & SUPPLIES		1,500		
0	0	0	72010 OFFICE SUPPLIES		0		
750	817	1,000	72100 MINOR EQUIPMENT & TOOLS		500		
260	240	1,000	72120 EQUIPMENT RENTAL & LEASE		500		
0	27	1,000	72300 BUILDING SUPPLIES		500		
14,092	15,480	15,000	72400 LAB TESTS & SUPPLIES		16,000		
75,595	83,382	80,000	72410 TREATMENT CHEMICALS		85,000		
631	258	500	72510 SAFETY EQUIPMENT		500		
3,376	2,162	3,500	73600 MISC. SUPPLIES & EXPENSE		2,500		
<b>281,797</b>	<b>326,005</b>	<b>282,600</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>296,100</b>	<b>0</b>	<b>0</b>
<b>789,506</b>	<b>843,527</b>	<b>872,615</b>	<b>TOTAL EXPENDITURES</b>		<b>912,379</b>	<b>0</b>	<b>0</b>

## **WATER INTERNAL SUPPORT DEPARTMENT**

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### **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 2025-26**

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

#### **SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2024-25**

- No significant budget changes.



## City of Cottage Grove Fiscal Year 2025-26 Budget

### WATER FUND: Internal Support Department 202-295

2022-23 ACTUAL	2023-24 ACTUAL	2024-25 BUDGET	DESCRIPTION	2025-26 PROPOSED	2025-26 APPROVED	2025-26 ADOPTED
MATERIALS & SERVICES						
19	0	1,000	70030 ADVERTISING	1,000		
0	0	10,000	70040 CONSUMER CONFIDENCE REPORT	5,000		
4,013	185	4,905	70100 AUDIT EXPENSE	6,900		
37,881	39,880	50,215	70400 INSURANCE & BONDS	59,000		
459	512	500	71012 EMAIL & WEB SERVICES	500		
5,633	1,518	25,000	71570 COMPUTER SOFTWARE/SUPPORT	30,000		
2,731	2,902	2,500	71600 POSTAGE	2,500		
12,962	14,287	15,000	71610 UTILITY BILLING POSTAGE	15,000		
198	4,656	5,000	72000 COMPUTER HARDWARE & SUPPLIES	5,000		
752	758	1,000	72010 OFFICE SUPPLIES	1,000		
539	0	100	72030 BOOKS, MAPS & PERIODICALS	100		
1,649	2,468	2,500	72055 SAFETY & APPRECIATION AWARDS	3,000		
0	500	500	72100 MINOR EQUIPMENT-TOOLS	500		
30	113	500	73600 MISCELLANEOUS SUPPLIES	500		
4,363	930	1,000	74000 PROGRAM FEES & DUES	1,000		
1,592	4,148	6,000	74100 PROFESSIONAL ASSOCIATION DUES	7,500		
8,001	6,288	5,000	74200 EDUCATION & REGISTRATION FEES	5,000		
491	1,507	3,000	74210 TRAVEL & SUBSISTENCE	3,000		
1,586	1,100	1,500	74300 EMPLOYEE MEDICAL EXAMS & TESTS	1,500		
2,500	2,500	2,500	76133 WATERSHED COUNCIL	2,500		
69,230	69,285	86,735	79900 ADMINISTRATION FEE	80,845		
0	0	0	79910 ENGINEERING SERVICE FEES	0		
<b>154,628</b>	<b>153,534</b>	<b>224,455</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>231,345</b>	<b>0</b>	<b>0</b>
TRANSFERS						
21,851	22,620	42,225	90217 TRANSFER TO DEBT SERVICE	44,306		
50,000	50,000	35,000	90232 TRANSFER TO WATER RESERVE FUND	0		
<b>71,851</b>	<b>72,620</b>	<b>77,225</b>	<b>TOTAL TRANSFERS</b>	<b>44,306</b>	<b>0</b>	<b>0</b>
0	0	102,975	99000 CONTINGENCY	437		
0	0	0	99010 UNAPPROPRIATED ENDING BALANCE	0		
374,968	147,578	0	99020 ENDING BALANCE	0		
<b>374,968</b>	<b>147,578</b>	<b>102,975</b>	<b>TOTAL ENDING BALANCE</b>	<b>437</b>	<b>0</b>	<b>0</b>
<b>601,447</b>	<b>373,732</b>	<b>404,655</b>	<b>TOTAL EXPENDITURES</b>	<b>276,088</b>	<b>0</b>	<b>0</b>
<b>2,534,033</b>	<b>2,451,885</b>	<b>2,623,410</b>	<b>TOTAL WATER FUND EXPENDITURES</b>	<b>2,760,710</b>	<b>0</b>	<b>0</b>

## City of Cottage Grove Fiscal Year 2025-26 Budget

### WASTEWATER FUND: Revenue 302-000

2022-23 ACTUAL	2023-24 ACTUAL	2024-25 BUDGET	DESCRIPTION	2025-26 PROPOSED	2025-26 APPROVED	2025-26 ADOPTED
373,925	333,362	653,125	41010 CARRYOVER	775,000	0	0
2,026,927	2,227,885	2,370,000	45040 WASTEWATER DISP USER CHARGES	2,488,500		
323,548	385,869	400,000	45044 GOLF COURSE FEES	450,000		
37,125	41,163	60,000	45045 PRO SHOP	60,000		
111,596	143,248	130,000	45046 CLUB/CART RENTALS	150,000		
56,798	57,184	60,000	45047 DELI SALES	60,000		
11,943	11,943	11,940	45049 CG HOSPITAL MOWING FEES	11,940		
1,420	2,747	3,000	45055 GOLF SIMULATOR	3,000		
<b>2,569,355</b>	<b>2,870,039</b>	<b>3,034,940</b>	<b>TOTAL CHARGES FOR SERVICE</b>	<b>3,223,440</b>	<b>0</b>	<b>0</b>
0	0	0	51120 FEDERAL GRANTS	0		
0	0	596,100	51125 FEMA ICE STORM REIMBURSEMENT	0		
10,258	8,757	5,000	53200 INTEREST INCOME	5,000		
			MISCELLANEOUS REVENUE			
0	81	100	54010 CREDIT BUREAU	100		
8,685	1,359	1,000	54050 AUCTION PROCEEDS	1,000		
12,674	331,948	2,500	54060 MISCELLANEOUS REVENUE	10,000		
12,973	1,869	0	54070 INSURANCE PROCEEDS	0		
12,600	8,400	0	54250 RENTAL PROPERTY REVENUE	0		
0	578,330	0	54420 INTERFUND LOAN PROCEEDS			
<b>46,932</b>	<b>921,987</b>	<b>3,600</b>	<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>11,100</b>	<b>0</b>	<b>0</b>
<b>3,000,471</b>	<b>4,134,145</b>	<b>4,292,765</b>	<b>TOTAL REVENUE</b>	<b>4,014,540</b>	<b>0</b>	<b>0</b>

## WASTEWATER COLLECTION

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### 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).
- Cleaned 5,786 lineal feet and cambered 4,958 lineal of wastewater lines, remove debris (rags, grease, gravel, and roots) when necessary, and repair failed lines.

#### FOCUS AND GOALS – FISCAL YEAR 2025-26

- Continue video inspection of the collection system to assess sewer pipe conditions.
- Smoke test sewer main lines on Anthony and Bryant Streets to address cross connections with storm water.
- Replace lot sewers on Polk, Madison, and Jefferson Streets.
- Finish installing 12" water reuse line down Douglas Street to Trailhead Park & Bohemia Park.

#### PRIMARY ACCOMPLISHMENTS – FISCAL YEAR 2024-25

- Replaced several failing sewer mainline throughout the City.
- Installed approximately 3,000' of new 12" treated effluent mainline down N. Douglas Street.
- Repaired and or replaced sewer laterals.

#### SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2024-25

- A 3% wastewater rate increase is proposed to fund wastewater operations and for the treatment plant and collection system. This increase is necessary to generate revenue to pay for increased labor, materials, and Services costs.

## PERSONNEL

POSITION	GROUP
Public Works & Dev. Director	Exempt
City Engineer	Exempt
Fleet & Facilities Manager	Exempt
Utility Maintenance Supervisor	Exempt
Payroll-HR Specialist	Exempt
Utility Maintenance Worker 1, 2 & 3	Laborers
Utility Billing Specialist	General
Finance Clerk	Exempt
Building Permit Specialist/Code Comp	General
Administrative Aide	General
Temporary Workers	Exempt



Installation of new 12" effluent line in Douglas Street

## City of Cottage Grove Fiscal Year 2025-26 Budget

### WASTEWATER FUND: Wastewater Collection 302-320

2022-23 ACTUAL	2023-24 ACTUAL	2024-25 BUDGET	DESCRIPTION	2025-26 FTE PROPOSED	2025-26 APPROVED	2025-26 ADOPTED
PERSONNEL SERVICES						
243,531	255,899	273,855	REGULAR SALARIES & WAGES	306,725		
6,817	7,103	7,000	SEASONAL/TEMP WAGES	0		
1,612	3,337	2,000	OVERTIME	0		
76,934	80,506	91,930	INSURANCE BENEFITS	123,827		
23,419	24,019	30,145	TAXES/OTHER	32,646		
56,860	77,317	86,780	PERS CONTRIBUTIONS	125,345		
0	0	0	CALLOUT	12,600		
<b>409,174</b>	<b>448,181</b>	<b>491,710</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>4.54</b>	<b>588,543</b>	<b>0</b>
MATERIALS AND SERVICES						
47,468	36,047	25,000	71000 CONTRACTUAL SERVICES	30,000		
1,131	897	1,500	71210 CLOTHING	1,750		
6,126	5,289	4,500	71500 ELECTRICITY	4,500		
5,689	3,743	4,500	71520 TELEPHONE/MOBILE DEVICES	4,000		
4,504	2,938	3,500	71530 NATURAL GAS	3,000		
12,815	16,836	15,000	71540 FUEL & LUBRICANTS	15,000		
1,358	10,559	2,000	71700 BUILDING MAINT. & REPAIR	3,000		
6,731	19,509	12,500	71710 EQUIPMENT MAINT. & REPAIR	15,000		
2,062	4,387	5,000	71720 VEHICLE MAINT. & REPAIR	2,500		
0	-	100	71730 RADIO MAINT. & REPAIR	100		
0	833	500	72000 COMPUTER HARDWARE & SUPPLIES	500		
0	0	0	72010 OFFICE SUPPLIES	0		
423	4,942	5,000	72100 MINOR EQUIPMENT & TOOLS	5,000		
5	-	1,000	72120 EQUIPMENT RENTAL & LEASE	1,000		
866	1,474	1,500	72510 SAFETY EQUIPMENT	1,500		
367	520	750	72600 CLEANING & SANITARY SUPPLIES	1,000		
5,134	2,931	10,000	73000 SOIL/SAND/GRAVEL	10,000		
94	350	5,000	73010 ASPHALT & CONCRETE	5,000		
2,631	5,873	10,000	73200 SEWER PIPE	10,000		
22,342	21,400	23,000	73420 CREDIT CARD PROCESSING FEE	23,000		
2,303	2,618	5,000	73600 MISC. SUPPLIES & EXPENSE	2,500		
<b>122,047</b>	<b>141,144</b>	<b>135,350</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>138,350</b>	<b>0</b>	<b>0</b>
<b>531,221</b>	<b>589,325</b>	<b>627,060</b>	<b>TOTAL EXPENDITURES</b>	<b>726,893</b>	<b>0</b>	<b>0</b>

## WASTEWATER TREATMENT

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### 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 2025-26

- 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.
- Complete design a bio-solids drying system.
- Construct new bio-solids dryer system.
- Hire a certified treatment plant operator to fill vacant position.

#### PRIMARY ACCOMPLISHMENTS – FISCAL YEAR 2024-25

- Replaced two failed orbital shafts.
- Repaired failed RAS pump.
- Replaced failed chlorine injection pump.
- Drained and cleaned the grit tank and contact basin.
- Continue contracting for a level 4 plant superintendent, the City has contracted for DEQ report filing and promoted the Water Superintendent to supervise staff and operations.

#### SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2024-25

- Continued significant increases in labor, chemical, electrical, fuel, natural gas expenses and bio-solids processing fees.
- Implement 3% fee increase to accommodate labor, material, and operational cost increases.

## PERSONNEL

POSITION	GROUP
Public Works & Dev. Director	Exempt
Wastewater Treatment Plant Super.	Exempt
Fleet & Facilities Manager	Exempt
Payroll-HR Specialist	Exempt
Utility Maintenance Worker 1, 2 & 3	Laborers
Building Permit Specialist/Code Comp	General
Administrative Aide	General



Public notice information regarding disinfecting wipes

## City of Cottage Grove Fiscal Year 2025-26 Budget

### WASTEWATER FUND: Wastewater Treatment 302-324

2022-23 ACTUAL	2023-24 ACTUAL	2024-25 BUDGET	DESCRIPTION	2025-26 FTE PROPOSED	2025-26 APPROVED	2025-26 ADOPTED
PERSONNEL SERVICES						
293,269	323,421	343,025	REGULAR SALARIES & WAGES	362,613		
0	0	0	SEASONAL/TEMP WAGES	0		
7,878	13,435	4,000	OVERTIME	0		
82,975	79,195	96,045	INSURANCE BENEFITS	97,021		
29,087	30,670	38,760	TAXES/OTHER	36,872		
71,740	105,185	105,410	PERS CONTRIBUTIONS	178,045		
<b>484,948</b>	<b>551,905</b>	<b>587,240</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>4.87</b>	<b>674,551</b>	<b>0</b>
MATERIALS AND SERVICES						
2,932	6,815	7,500	71000 CONTRACTUAL SERVICES	15,000		
1,855	1,157	1,500	71210 CLOTHING	1,200		
102,236	119,867	100,000	71500 ELECTRICITY	110,000		
10,169	8,912	6,000	71520 TELEPHONE/MOBILE DEVICES	7,500		
6,826	6,426	4,500	71530 NATURAL GAS	6,000		
5,517	14,957	4,500	71540 FUEL & LUBRICANTS	2,500		
8,355	7,617	5,000	71700 BUILDING MAINT. & REPAIR	7,500		
71,658	48,934	40,000	71710 EQUIPMENT MAINT. & REPAIR	50,000		
393	2,298	1,500	71720 VEHICLE MAINT. & REPAIR	500		
4,929	4,557	5,000	72100 MINOR EQUIPMENT & TOOLS	5,000		
120	120	500	72120 EQUIPMENT RENTAL & LEASE	500		
32,519	43,138	40,000	72400 LAB TESTS & SUPPLIES	30,000		
152,344	134,497	150,000	72410 TREATMENT CHEMICALS	150,000		
90,029	124,171	110,000	72435 BIOSOLIDS DISPOSAL	110,000		
524	579	500	72600 CLEANING & SANITARY SUPPLIES	500		
5,020	6,434	3,500	73600 MISC. SUPPLIES & EXPENSE	3,500		
0	0	1,300	74635 MILEAGE REIMBURSEMENT	1,350		
<b>495,425</b>	<b>530,480</b>	<b>481,300</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>501,050</b>	<b>0</b>	<b>0</b>
<b>980,373</b>	<b>1,082,386</b>	<b>1,068,540</b>	<b>TOTAL EXPENDITURES</b>	<b>1,175,601</b>	<b>0</b>	<b>0</b>



## MIDDLEFIELD GOLF COURSE

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### 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 2025-26

- 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.
- Upgrade 10 golf carts with new electric carts.
- Remodel Pro Shop to create a simulator room.

#### PRIMARY ACCOMPLISHMENTS – FISCAL YEAR 2024-25

- 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.
- Increased visibility, promoting the Course with newspaper, 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.
- Hosted cross country meets for Cottage Grove High School and Bushnell University.
- Hired a new full time golf course maintenance worker.
- Graded, widened, and rocked all the golf cart paths and chip sealed them.
- Sold the golf course rental house.
- Hired a full time pro shop assistant.

## PERSONNEL

POSITION	GROUP
Golf Course Superintendent	Exempt
Pro Shop Manager	Exempt
Assistant Golf Course Superintendent	Laborers
Pro Shop Assistant	Exempt
Groundskeeper Reg. Part-Time Worker	Exempt



New Middlefield Golf Course sign





Chip Seal Hole #10 Cart Path



Chip Seal & Seal Coat on Hole #4 Cart Path



Chip Sealing Cart Paths at Middlefield Golf Course

# City of Cottage Grove Fiscal Year 2025-26 Budget

## WASTEWATER FUND: Middlefield Golf Course 302-326

2022-23 ACTUAL	2023-24 ACTUAL	2024-25 BUDGET	DESCRIPTION	FTE	2025-26 PROPOSED	2025-26 APPROVED	2025-26 ADOPTED
PERSONNEL SERVICES							
246,843	327,416	418,165	REGULAR SALARIES & WAGES		487,794		
100,741	110,058	110,500	SEASONAL/TEMP WAGES		12,556		
757	4,039	400	OVERTIME		0		
42,603	66,691	111,625	INSURANCE BENEFITS		111,611		
33,367	41,040	17,425	TAXES/OTHER		54,150		
64,656	103,788	165,470	PERS CONTRIBUTIONS		166,218		
<b>488,966</b>	<b>653,032</b>	<b>823,585</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>9.92</b>	<b>832,329</b>	<b>0</b>	<b>0</b>
MATERIALS AND SERVICES							
3,385	2,234	5,000	70030 ADVERTISING		5,000		
6,782	581,875	10,000	71000 CONTRACTUAL SERVICES		15,000		
748	1,343	5,000	71020 LICENSES & PERMITS		1,500		
2,903	3,233	3,000	71210 CLOTHING		4,000		
23,073	26,158	25,000	71500 ELECTRICITY		27,000		
7,240	7,109	8,000	71520 TELEPHONE/MOBILE DEVICES		8,000		
2,246	2,052	4,000	71530 NATURAL GAS		3,000		
20,921	26,420	20,000	71540 FUEL & LUBRICANTS		18,000		
11,101	10,006	7,500	71700 BUILDING MAINT. & REPAIR		10,000		
38,870	41,888	30,000	71710 EQUIPMENT MAINT. & REPAIR		30,000		
98	33	5,000	71720 VEHICLE MAINT. & REPAIR		2,000		
1,420	2,018	2,000	72000 COMPUTER HARDWARE & SUPPLIES		2,000		
0	0	0	72010 OFFICE SUPPLIES		100		
0	0	500	72030 BOOKS, MAPS & PERIODICALS		7,500		
6,048	9,311	10,000	72100 MINOR EQUIPMENT & TOOLS		200		
300	0	500	72120 EQUIPMENT RENTAL & LEASE		1,000		
410	817	2,500	72140 SHOP SUPPLIES		500		
370	1,268	1,000	72200 LANDSCAPING SUPPLIES		10,000		
5,375	9,639	10,000	72320 IRRIGATION PARTS & SUPPLIES		30,000		
20,606	24,004	30,000	72330 SUPPLIES/PRO SHOP INVENTORY		40,000		
35,183	36,142	40,000	72340 SUPPLIES/DELI FOOD		30,000		
30,045	28,287	30,000	72430 CHEMICALS/FERTILIZER		3,000		
2,197	4,164	3,000	72440 GREENS MAINTENANCE SUPPLIES		500		
0	0	5,000	72460 CART PATH MAINTENANCE SUPPLIES		1,000		
1,375	3,137	2,000	72600 CLEANING & SANITARY SUPPLIES		15,000		
5,703	27,798	15,000	73000 SOIL/SAND/GRAVEL		5,000		
3,427	8,722	7,725	73420 CREDIT CARD PROCESSING FEE		7,750		
14,018	5,969	5,000	73600 MISC. SUPPLIES & EXPENSE		2,000		
1,520	1,392	2,000	74100 PROFESSIONAL ASSOC. DUES		3,000		
2,220	626	3,000	74200 EDUCATION & REGISTRATION FEES		2,000		
201	642	2,000	74210 TRAVEL & SUBSISTENCE		-		
<b>247,784</b>	<b>866,285</b>	<b>293,725</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>284,050</b>	<b>0</b>	<b>0</b>
<b>736,750</b>	<b>1,519,317</b>	<b>1,117,310</b>	<b>TOTAL EXPENDITURES</b>		<b>1,116,379</b>	<b>0</b>	<b>0</b>

## WASTEWATER INTERNAL SUPPORT DEPARTMENT

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**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 2025-26

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

## City of Cottage Grove Fiscal Year 2025-26 Budget

### WASTEWATER FUND: Internal Support Department 302-395

2022-23 ACTUAL	2023-24 ACTUAL	2024-25 BUDGET	DESCRIPTION	2025-26 PROPOSED	2025-26 APPROVED	2025-26 ADOPTED
			MATERIALS & SERVICES			
19	0	500	70030 ADVERTISING	1,000		
3,817	175	4,665	70100 AUDIT EXPENSE	6,600		
100,877	105,417	112,750	70400 INSURANCE & BONDS	120,000		
888	895	1,000	71000 CONTRACTUAL SERVICES	1,000		
1,515	836	500	71012 EMAIL & WEB SERVICES	500		
5,653	1,518	10,000	71570 COMPUTER SOFTWARE/SUPPORT	30,000		
1,298	1,592	2,000	71600 POSTAGE	1,000		
4,384	4,832	5,000	71610 UTILITY BILLING POSTAGE	5,000		
208	5,352	2,500	72000 COMPUTER HARDWARE & SUPPLIES	5,000		
412	335	1,500	72010 OFFICE SUPPLIES	1,500		
102	0	300	72030 BOOKS, MAPS & PERIODICALS	200		
3,130	3,678	3,750	72055 SAFETY & APPRECIATION AWARDS	3,000		
0	500	500	72100 MINOR EQUIPMENT-TOOLS	100		
11,784	12,125	12,000	73220 NDPES DISCHARGE PERMIT	12,500		
0	0	500	74000 PROGRAM FEES & DUES	100		
2,554	1,421	4,000	74100 PROFESSIONAL ASSOCIATION DUES	2,500		
7,032	4,524	6,000	74200 EDUCATION & REGISTRATION FEES	4,500		
2,437	938	1,500	74210 TRAVEL & SUBSISTENCE	1,500		
997	1,001	1,000	74300 EMPLOYEE MEDICAL EXAMS & TESTS	1,000		
0	0	1,000	76010 RODENT CONTROL	5,000		
2,500	2,500	2,500	76133 WATERSHED COUNCIL	2,500		
75,150	69,573	87,120	79900 ADMINISTRATION FEE	81,898		
0	0	0	79910 ENGINEERING SERVICE FEES	0		
<b>224,756</b>	<b>217,212</b>	<b>260,585</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>286,398</b>	<b>0</b>	<b>0</b>
109,408	107,854	774,765	90217 TRANSFER TO DEBT SERVICE	122,361		
84,600	50,000	292,465	90235 TRANSFER TO WW RESERVE FUND	25,000		
<b>194,008</b>	<b>157,854</b>	<b>1,067,230</b>	<b>TOTAL TRANSFERS</b>	<b>147,361</b>	<b>0</b>	<b>0</b>
0	0	152,040	99000 CONTINGENCY	300,000		
333,362	568,050	0	99020 ENDING BALANCE	261,908		
<b>333,362</b>	<b>568,050</b>	<b>152,040</b>	<b>TOTAL ENDING BALANCE</b>	<b>561,908</b>	<b>0</b>	<b>0</b>
<b>752,126</b>	<b>943,116</b>	<b>1,479,855</b>	<b>TOTAL EXPENDITURES</b>	<b>995,667</b>	<b>0</b>	<b>0</b>
<b>3,000,470</b>	<b>4,134,144</b>	<b>4,292,765</b>	<b>TOTAL WASTEWATER FUND EXPENDITURES</b>	<b>4,014,540</b>	<b>0</b>	<b>0</b>

## 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.
- Install filters into existing storm drain catch basins.
- Replace storm drainage lines at Bryant Street.
- Complete storm water mainline replacement on E. Madison Street.

#### FOCUS AND GOALS – FISCAL YEAR 2025-26

- 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 2024-25

- Cleaned and graded storm drainage ditches along Lane and Douglas Streets.

#### SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2024-25

- A 3% storm water rate increase is proposed to fund storm drainage operations system. Significant increases in labor and materials expenses

## PERSONNEL

POSITION	GROUP
Public Works & Dev. Director	Exempt
City Engineer	Exempt
Fleet & Facilities Manager	Exempt
Utilities Maintenance Supervisor	Exempt
Utility Maintenance Worker 1, 2 & 3	Laborers
Utility Billing Specialist	General
Administrative Aide	General
Building Permit Specialist/Code Compl	General
Finance Clerk	Exempt
Temporary Worker	Exempt



## City of Cottage Grove Fiscal Year 2025-26 Budget

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

2022-23 ACTUAL	2023-24 ACTUAL	2024-25 BUDGET	DESCRIPTION	2025-26 FTE	2025-26 PROPOSED	2025-26 APPROVED	2025-26 ADOPTED
<b>REVENUE</b>							
23,249	34,559	45,000	41010 CARRYOVER		60,300		
403,254	406,977	402,500	45050 STORM DRAINAGE FEES		410,000		
0	0	0	51120 FEDERAL GRANTS		0		
	0	1,110	51125 FEMA ICE STORM REIMBURSEMENT		0		
1,193	1,411	500	53200 INTEREST INCOME		500		
0	14	0	54010 CREDIT BUREAU		0		
0	1,359	1,000	54050 AUCTION PROCEEDS		1,000		
1,453	2,984	1,000	54060 MISCELLANEOUS REVENUE		1,000		
	3		54067 CREDIT CARD CONVENIENCE FEE		0		
<b>429,149</b>	<b>447,307</b>	<b>451,110</b>	<b>TOTAL REVENUE</b>		<b>472,800</b>	<b>0</b>	<b>0</b>
<b>EXPENDITURES</b>							
<b>PERSONNEL SERVICES</b>							
149,481	153,271	168,455	REGULAR SALARIES & WAGES		178,595		
0	0	0	SEASONAL/TEMP WAGES		0		
1,669	3,678	1,000	OVERTIME		0		
44,659	45,677	58,290	INSURANCE BENEFITS		69,068		
14,174	14,122	19,510	TAXES/OTHER		20,198		
36,231	47,602	54,665	PERS CONTRIBUTIONS		75,416		
<b>246,214</b>	<b>264,351</b>	<b>301,920</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>2.38</b>	<b>343,277</b>	<b>0</b>	<b>0</b>



## City of Cottage Grove Fiscal Year 2025-26 Budget

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

2022-23 ACTUAL	2023-24 ACTUAL	2024-25 BUDGET	DESCRIPTION	2025-26 FTE PROPOSED	2025-26 APPROVED	2025-26 ADOPTED
MATERIALS & SERVICES						
1,043	515	500	70030 ADVERTISING	600		
854	39	1,050	70100 AUDIT EXPENSE	1,500		
5,913	6,344	7,750	70400 INSURANCE & BONDS	8,500		
11,762	7,477	5,000	71000 CONTRACTUAL SERVICES	5,000		
697	768	800	71012 EMAIL & WEB SERVICES	800		
1,039	937	500	71210 CLOTHING	750		
5,210	4,519	4,000	71500 ELECTRICITY	4,500		
2,082	1,211	1,000	71520 TELEPHONE/MOBILE DEVICES	1,000		
4,504	2,938	3,000	71530 NATURAL GAS	3,000		
13,777	16,127	5,000	71540 FUEL & LUBRICANTS	5,000		
0	0	200	71550 LANDFILL FEES	100		
2,831	337	500	71570 COMPUTER SOFTWARE/SUPPORT	500		
489	349	500	71600 POSTAGE	250		
1,716	1,891	1,500	71610 UTILITY BILLING POSTAGE	1,500		
2,173	1,112	1,000	71700 BUILDING MAINT. & REPAIR	1,500		
6,737	9,232	5,000	71710 EQUIPMENT MAINT. & REPAIR	7,500		
2,059	2,210	1,000	71720 VEHICLE MAINT. & REPAIR	1,000		
198	2,904	500	72000 COMPUTER HARDWARE & SUPPLIES	2,000		
281	414	250	72010 OFFICE SUPPLIES	200		
0	389	400	72055 SAFETY & APPRECIATION AWARDS	100		
440	4,284	1,000	72100 MINOR EQUIPMENT & TOOLS	1,500		
5	0	250	72120 EQUIPMENT RENTAL & LEASE	100		
367	520	100	72600 CLEANING & SANITARY SUPPLIES	500		
5,134	2,810	1,000	73000 SOIL-SAND-GRAVEL	1,000		
0	350	500	73010 ASPHALT & CONCRETE	500		
0	827	500	73020 STORM PIPE	500		
4,937	449	5,150	73420 CREDIT CARD PROCESSING FEE	5,000		
3,307	4,775	1,000	73600 MISCELLANEOUS SUPPLIES	1,000		
0	0	100	74000 PROGRAM FEES AND DUES	100		
27,240	29,665	35,105	79900 ADMINISTRATIVE FEE	33,097		
0	0	0	79910 ENGINEERING FEES	0		
<b>104,792</b>	<b>103,394</b>	<b>84,155</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>88,597</b>	<b>0</b>	<b>0</b>
40,000	20,000	0	90203 TRANSFER TO STREET FUND	0		
3,584	3,710	5,005	90217 TRANSFER TO DEBT SERVICE	7,269		
0	0	0	90236 TRANSFER TO STORM DRAIN RES	0		
<b>43,584</b>	<b>23,710</b>	<b>5,005</b>	<b>TOTAL TRANSFERS</b>	<b>7,269</b>	<b>0</b>	<b>0</b>
0	0	60,030	99000 CONTINGENCY	33,657		
34,559	55,853	0	99020 ENDING BALANCE	0		
<b>34,559</b>	<b>55,853</b>	<b>60,030</b>	<b>TOTAL ENDING FUND BALANCE</b>	<b>33,657</b>	<b>0</b>	<b>0</b>
<b>429,149</b>	<b>447,307</b>	<b>451,110</b>	<b>TOTAL EXPENDITURES</b>	<b>472,800</b>	<b>0</b>	<b>0</b>

## INDUSTRIAL PARK OPERATIONS

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### 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 2025-26

- Work closely with Cottage Grove Community Development Corporation, Chamber of Commerce, Lane County, and Business Oregon to market available space within the park.
- Make scheduled debt payments.

#### PRIMARY ACCOMPLISHMENTS – FISCAL YEAR 2024-25

- Sold 1 industrial park property totaling 1.79 acres.
- Listed the remaining 3 properties for sale with a real estate broker.



## City of Cottage Grove Fiscal Year 2025-26 Budget

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

2022-23 ACTUAL	2023-24 ACTUAL	2024-25 BUDGET	DESCRIPTION	2025-26 PROPOSED	2025-26 APPROVED	2025-26 ADOPTED
<b>REVENUE</b>						
8	1	390,000	41010 CARRYOVER	450,000		
0	0	0	53200 INTEREST INCOME	0		
0	0	0	54060 MISCELLANEOUS REVENUE	0		
0	0	300,000	54300 SALE OF PROPERTY	0		
0	0	0	54400 LOAN PROCEEDS	0		
151,000	235,045	0	54420 INTERFUND LOAN PROCEEDS	0		
<b>151,008</b>	<b>235,046</b>	<b>690,000</b>	<b>TOTAL REVENUE</b>	<b>450,000</b>	<b>0</b>	<b>0</b>
<b>EXPENDITURES</b>						
MATERIAL & SERVICES						
0	0	5,000	71000 CONTRACTUAL SERVICES	0		
0	0	0	79900 ADMINISTRATIVE FEE	0		
<b>0</b>	<b>0</b>	<b>5,000</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>
CAPITAL OUTLAY						
0	0	0	82000 LAND ACQUISITION	0		
79,857	70,167	83,185	90217 TRANSFER TO DEBT SERVICE	82,216		
71,150	151,000	0	90232 TRANSFER TO WATER RESERVE	0		
0	0	0	90236 TRANSFER TO STRM DRAIN RESERVE	0		
0	0	601,815	99000 CONTINGENCY	60,000		
1	13,879	0	99020 ENDING BALANCE	307,784		
<b>151,008</b>	<b>235,046</b>	<b>690,000</b>	<b>TOTAL EXPENDITURES</b>	<b>450,000</b>	<b>0</b>	<b>0</b>