

CITY OF COTTAGE GROVE

ENTERPRISE FUNDS BUDGET SUMMARY

	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 BUDGETED	FY 2017-18 ADOPTED
Water Fund				
Water Distribution	830,282	802,756	943,640	956,665
Water Production	539,220	552,948	623,380	626,740
Non-Departmental	349,418	279,892	587,500	779,120
Total Water Fund	1,718,920	1,635,596	2,154,520	2,362,525
Wastewater Fund				
Wastewater Collection	306,029	306,741	347,290	365,345
Wastewater Treatment Plant	691,348	692,007	753,100	777,855
Middlefield Golf Course	446,873	431,356	464,320	468,895
Non-Departmental	283,721	274,229	483,140	621,050
Total Wastewater Fund	1,727,971	1,704,333	2,047,850	2,233,145
Storm Drain Utility Fund	228,898	338,357	409,530	429,050
Industrial Park Operations Fund	88,624	91,460	128,700	262,240
Total Enterprise Funds	3,764,413	3,769,746	4,740,600	5,286,960



**City of Cottage Grove
Fiscal Year 2017-18 Budget**

**202-000 WATER FUND
REVENUE**

2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	DESCRIPTION	2017-18		
				PROPOSED	APPROVED	ADOPTED
592,060	525,725	505,415	41010 CARRYOVER	627,365	627,365	627,365
			CHARGES FOR SERVICES			
1,544,812	1,611,904	1,608,605	45010 SALE OF WATER	1,692,010	1,692,010	1,692,010
44,579	37,373	30,000	45020 SERVICE CONNECTION FEES	30,000	30,000	30,000
14,933	4,608	3,000	45030 INSTALLATION FEES	4,000	4,000	4,000
1,604,324	1,653,886	1,641,605	TOTAL CHARGES FOR SERVICES	1,726,010	1,726,010	1,726,010
4,882	2,700	3,000	53200 INTEREST INCOME	3,000	3,000	3,000
			MISCELLANEOUS REVENUE			
1,306	1,064	750	54010 CREDIT BUREAU	400	400	400
1,351	2,542	750	54050 AUCTION PROCEEDS	750	750	750
40,722	5,490	3,000	54060 MISCELLANEOUS REVENUE	4,500	4,500	4,500
0	1,200	0	54062 UTILITY NSF CHECK FEES	500	500	500
43,379	10,296	4,500	TOTAL MISCELLANEOUS REVENUE	6,150	6,150	6,150
2,244,645	2,192,606	2,154,520	TOTAL REVENUE	2,362,525	2,362,525	2,362,525



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

Water Distribution is a function of the Public Works & Development Department and is an integral part of the water utility, and it shares this responsibility with Water Production to meet the following primary needs: 1) Provides consumers with high quality drinking water in sufficient quantity. 2) Provides sufficient reserve capacity and facilities for fire protection purposes.

OPERATIONAL OBJECTIVES

- Water service turn-on and offs
- Leak and consumption checks
- Water main line flushing to maintain water quality
- Utility billing service
- Water meter installation and repair/replacement
- Utility locating service for underground facilities
- Administration of a backflow prevention program
- Investigation of water quality and pressure problems
- Water conservation and loss control

BUDGET YEAR OBJECTIVES

- Maintain water quality in the distribution system in compliance with Oregon Health Division standards including backflow device program.
- Provide for water distribution system maintenance, operations and repairs including periodic flushing, meter maintenance, leak detection, and repair.
- Provide water turn-on and turn-off services for customers.
- Provide waterline-locating services.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2016-17

- Flow test, service, repair, and paint 389 City fire hydrants.
- Partnered with South Lane County Fire and Rescue to continue installing Storz fittings on the major port on fire hydrants.
- Went from 362 water payments by credit card in June 2016 (9.58%) to 668 in March 2017(18%).
- As of April 10 2017 there were 93 people signed up for recurring credit card water payments and 80 people signed up for paperless billing.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2016-17

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

FULL-TIME EQUIVALENT POSITIONS

<i>Position</i>	Actuals 2014-15	Actuals 2015-16	Adopted 2016-17	Adopted 2017-18
Utilities Clerk	0.53	0.53	0.53	0.53
Finance Clerk	0.18	0.18	0.21	0.21
PW & Development Director	0.25	0.25	0.25	0.16
Administrative Aide	0.35	0.83	0.83	0.83
Clerical Assistant	0.48	-	-	-
City Engineer	0.21	0.21	0.21	0.21
Utilities Maint. Supervisor	0.50	0.50	0.50	0.50
Fleet & Facilities Manager	0.40	0.40	0.40	0.40
Utility Maintenance Workers	4.28	4.28	4.28	4.28
Total FTE	7.18	7.18	7.21	7.12

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2013-14	Actual 2014-15	Actual 2015-16	Estimate 2016-17
Provide customers high quality drinking water	No. of backflow devices	1,370	1,430	1,471	1,492
	No. of backflow inspections	120	110	90	50
	No. of service requests evaluated	152	160	136	145
	No. of repairs on distribution system	97	107	102	85
Provide contractors and public with pertinent information as it relates to water distribution system	No. of locates	595	715	665	650
	Promotion of "call before you dig" service	√	√	√	√
Provide high quality service	No. of replaced meters	142	75	34	90
	Delinquent account shut offs	441	585	659	450
	Water turn on or off requests	1,129	1,026	1,268	1,258
	Line leak checks	570	107	120	143



DID YOU KNOW?

Water Distribution Facts:

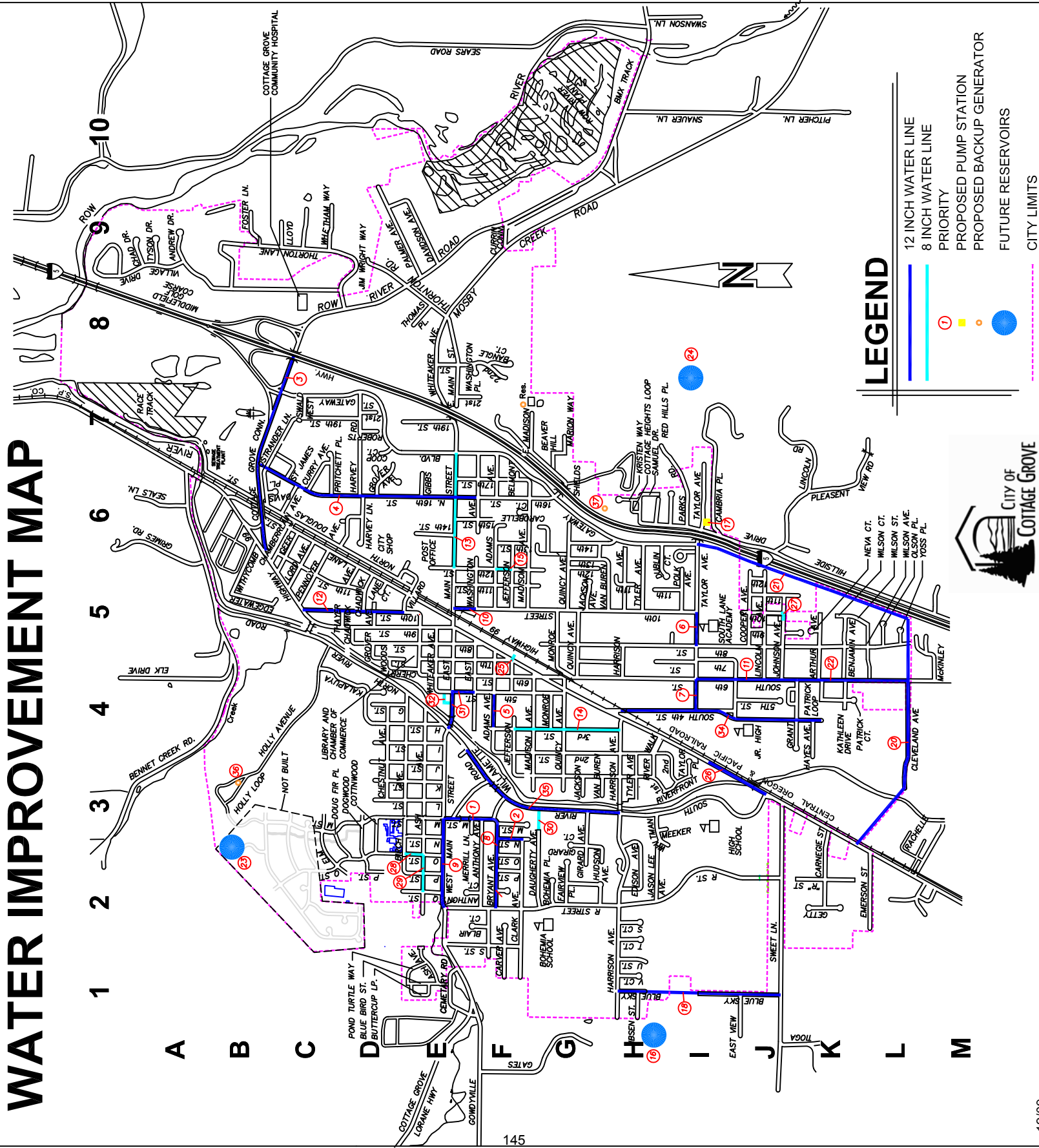
- Provides maintenance and operation of approximately 49 miles of water mains ranging in size from 2-inches to 18-inches in diameter.
- The water distribution system network contains two reservoirs with a storage capacity of 4.3 million gallons.
- Three pressure booster pump stations to serve customers at: Taylor Avenue / Parks Road / Cambria Place, Cottage Heights and Hidden Valley Estates II subdivisions.
- 456 fire hydrants within the distribution system (389 public and 67 private).
- There are 3,897 metered water service connections (3,781 active accounts as of April, 2016 billing and approximately 116 accounts idle).
- 45 fire service connections.
- One pressure regulating station
- There are 1,393 private backflow devices throughout the municipal water system. There are an additional 78 devices on city buildings and parks water services, for a total of 1471.



Tested and repainted Fire Hydrant equipped with a Storz fitting



WATER IMPROVEMENT MAP



WATER PROJECTS PROJECTED CAPITAL IMPROVEMENT NEEDS

Map No.	Project	Total Costs (4/2017 \$)	Map No.	Project	Total Costs (4/2017 \$)
1	12 inch on "M" St. from Main - Bryant	71,871	12"	Valves	114,822
2	12" on "N" St. from Bryant - Clark	3,815	18	12" on Blue Sky from Harrison - Sweet Lane	203,922
3	12" on Cottage Grove Conn. From Hwy 99 to Row River Rd.	202,938	19	12" on Sweet Lane from Hwy 99 to Blue Sky Dr. Completed FY 11-12	0
4	12" on 16th St. from Cottage Grove Conn. to Washington Ave.	375,232	20	12" on Cleveland Ave. from Hwy. 99 to I-5	379,047
5	12" on Washington Ave. from 3rd - 5th	57,472	21	12" along west side of I-5	340,773
6	12" on Taylor from 8th - 10th	50,704	22	12" on S. 6th from Grant - Cleveland	173,279
7	12" on Taylor from 4th - 6th	47,873	25	12" on Taylor from 2nd to 4th - Hwy 99 Completed FY 13-14	0
8	12" on Bryant from "R" - "M"	120,606	26	Hwy 99 from S. River Rd. to River Walk Subdivision	80,855
9	12" on Main St. from "R" - "M"	131,313	27	10th St. & Johnson Ave.	7,138
10	12" on 10th St. from Washington - Main Completed FY 12-13	0	28	N. "O" St. from Ash - Birch	13,660
11	12" on 6th St. from Taylor - Grant	108,176	29	Ash Ave. from "O" - "Q" Completed FY 15-16	0
12	8" on 10th St. from Villard - Hwy. 99	109,284	30	Daugherty Ave. Loop	18,091
13	8" on Main St. from 12th St. to Gateway Blvd.	119,252	31	N. River Rd./Main St. across bridge to S. 5th St./Washington	247,734
14	8" on 3rd St. from Harrison - Jefferson Completed FY 13-14	0	32	Loop 8-inch at City Hall	34,213
15	8" on 12th St. from Jefferson - Adams	12,430	33	Replace 14-inch transmission main to Selkirk Park Completed FY 11-12	0
	8" Valves	22,398	34	Replace 10" AC line on S. 4th St. Portion Completed FY 15-16	386,677
16	New 3.1 MG Reservoir (West Side)	3,709,616	35	S. River Rd. from Nellis - Harrison	291,792
17	New Taylor St. Pump Station Completed FY 16-17	0	36	Backup generator at Holly Pump Station	0
23	New 1.25 MG Reservoir (McFarland Butte)	1,495,882	37	Backup generator at Landover Pump Station Project Deleted	0
24	New 1.05 MG Reservoir (Knox Hill)	1,256,516			
	Add an addition 2 MGD Capacity to Water Treatment Plant	1,353,740			

Yearly Program to upsized all water lines less than 8 inches in diameter to 8 inch pipe that not listed above

PROJECT IDENTIFIED ON MASTER PLAN
BUDGETED THIS FISCAL YEAR

TOTAL OF ESTIMATED COSTS NOT FUNDED = \$22,617,1730



**City of Cottage Grove
Fiscal Year 2017-18 Budget**

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

2017-18

2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
PERSONNEL SERVICES						
23,163	18,808	20,985	60240 UTILITIES CLERK - 0.53 FTE	23,150	23,150	23,150
3,776	5,154	6,970	60250 FINANCE CLERK -0.21 FTE	7,465	7,465	7,465
22,851	23,177	23,640	60400 PUBLIC WORKS/DEVEL. DIRECTOR - 0.16 FTE	14,615	14,615	14,615
15,858	21,178	38,270	60410 ADMINISTRATIVE AIDE - 0.83 FTE	40,160	40,160	40,160
19,871	15,088	0	60420 CLERICAL ASSISTANT	0	0	0
16,584	16,821	17,105	60430 CITY ENGINEER - 0.21 FTE	17,995	17,995	17,995
35,167	35,662	36,370	60440 UTILITIES MAINT. SUPERVISOR - 0.50 FTE	38,020	38,020	38,020
28,503	28,904	29,475	60450 FLEET & FACILITIES MANAGER - 0.40 FTE	31,030	31,030	31,030
234,585	227,170	232,740	60480 UTILITY MAINTENANCE WORKER - 4.28 FTE	232,535	232,535	232,535
821	988	4,800	61100 OVERTIME	4,800	4,800	4,800
10,785	11,475	11,735	62010 WORKERS' COMPENSATION	9,100	9,100	9,100
1,965	394	825	62020 UNEMPLOYMENT	820	820	820
29,469	29,163	31,395	62030 FICA	31,350	31,350	31,350
284	220	285	63010 LIFE INSURANCE	190	190	190
63,330	68,508	73,000	63020 RETIREMENT	78,625	78,625	78,625
1,511	1,970	2,230	63030 DISABILITY INSURANCE	2,105	2,105	2,105
132,794	134,265	155,815	63040 HEALTH INSURANCE	138,585	138,585	138,585
0	0	0	63050 DEFERRED COMPENSATION	2,720	2,720	2,720
641,316	638,945	685,640	TOTAL PERSONNEL SERVICES	673,265	673,265	673,265
MATERIALS AND SERVICES						
29,204	23,887	25,000	71000 CONTRACTUAL SERVICES	60,000	60,000	60,000
1,374	1,452	1,500	71210 CLOTHING ALLOWANCE	1,500	1,500	1,500
21,535	22,057	22,000	71500 ELECTRICITY	22,000	22,000	22,000
6,633	6,622	8,000	71520 TELEPHONE	7,500	7,500	7,500
951	1,368	2,000	71530 NATURAL GAS	2,000	2,000	2,000
13,041	7,778	16,000	71540 FUEL & LUBRICANTS	15,000	15,000	15,000
1,351	1,663	1,800	71560 COMMUNICATIONS SERVICE	1,800	1,800	1,800
2,041	539	4,300	71700 BUILDING MAINT. & REPAIR	4,500	4,500	4,500
17,463	12,327	18,500	71710 EQUIPMENT MAINT. & REPAIR	18,500	18,500	18,500
3,062	4,821	10,000	71720 VEHICLE MAINT. & REPAIR	10,000	10,000	10,000
598	0	400	71730 RADIO MAINT. & REPAIR	400	400	400
190	0	500	72000 COMPUTER SERVICE & SUPPLIES	500	500	500
204	508	800	72010 OFFICE SUPPLIES	700	700	700
4,717	7,545	20,000	72100 MINOR EQUIPMENT & TOOLS	20,000	20,000	20,000
0	0	5,000	72120 EQUIP. RENTAL & LEASE	5,000	5,000	5,000
616	939	1,000	72400 LAB TESTS & SUPPLIES	1,500	1,500	1,500
0	0	1,000	72410 TREATMENT CHEMICALS	1,000	1,000	1,000
2,244	1,968	2,000	72510 SAFETY EQUIPMENT	2,000	2,000	2,000
1,364	1,047	1,200	72600 CLEANING SUPPLIES	1,500	1,500	1,500
4,237	5,581	10,000	73000 SAND & GRAVEL	10,000	10,000	10,000
202	511	3,000	73010 ASPHALT & CONCRETE	3,000	3,000	3,000
46,802	29,455	65,000	73100 WATER PIPE & APPURTENANCES	55,000	55,000	55,000
13,236	11,577	15,000	73110 HYDRANTS	15,000	15,000	15,000
7,410	12,164	15,000	73120 WATER METERS	15,000	15,000	15,000
10,491	9,691	9,000	73600 MISC. SUPPLIES & EXPENSE	10,000	10,000	10,000
0	310	0	74100 PROFESSIONAL ASSOCIATION DUES	0	0	0
188,966	163,811	258,000	TOTAL MATERIALS AND SERVICES	283,400	283,400	283,400
830,282	802,756	943,640	TOTAL EXPENDITURES	956,665	956,665	956,665



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

Water Production operates and maintains a gravity feed raw water surface intake facility, a shallow horizontal well (for emergency only), a river bank raw water pumping facility, a treatment plant raw water pumping station and the water production treatment plant, a finished water high service pumping station, 2 finished water high level storage reservoirs, 3 finished water booster pumping stations and 14 water quality sampling stations.

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

OPERATIONAL OBJECTIVES

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

Water Production is responsible for selecting locations within the distribution system for the installation of dedicated water sampling stations for sampling and testing municipal water from throughout the distribution system for compliance with safe drinking water standards.

The primary responsibility of Water Production is treatment of all municipal water to assure that it meets or exceeds current safe drinking water quality regulations. Water Production maintains up-to-date records of operations and maintenance for evaluation of the water department facilities by regulatory agencies.

BUDGET YEAR OBJECTIVES

- Revise and update water quality monitoring and sampling plans to meet EPA regulations.
- Continue to provide assistance to the City's legal representatives in certificating the water rights for the Row River Water Treatment Plant.
- Be an active and supportive member of the Northwest Membrane Operator Association.
- Attend trainings for advanced operations of membrane filtration water treatment facilities.
- Be an active & supportive member of the AWWA-PNWS local Cascade to Coast Subsection.
- Investigate opportunities to improve processing operations at the water treatment plant.
- Work with the Distribution System personnel in the development of a Distribution System Water Quality Monitoring Plan and ultimately a Distribution System Optimization Plan.
- Work with the City's contracted engineering firm in replacement of the Taylor Avenue Booster Pump Station and the equipment vendors on start-up training and operations.
- Work with contractor on additional new radios and equipment controls communications.

- Assist City Staff with the continued administration of the City's Drinking Water Protection Plan that has been approved by the Oregon Health Authority Drinking Water Services.
- Assist with the development of a new Water System Master Plan.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2016-17

- Hosted tours of water treatment plant facilities to professional & community organizations.
- Participated in the ACOE and OWRD Willamette Basin Reservoir Storage Review Project.
- Purchased a new laboratory benchtop turbidimeter.
- Installed a new reagentless free chlorine analyzer at the Row River Water Treatment Plant.
- Installed a new water supply pump/motor for the Knox Hill Reservoirs Control's building.
- Installed 2 new SCADA computers/monitors/software at the Row River Water Treatment Plant.
- Developed custom in-house membrane module cleaning system.
- Assisted City's legal representatives with certification of the City's Municipal water rights.
- Participated in Harmful Algae Bloom Stake Holders annual meeting and technical workshop.
- Assisted with and participated in Northwest Membrane Operator Association Workshops.
- Hosted a "Special" workshop for just PALL Corp. membrane water treatment operators.
- Installed new main flow control valves and actuators onto Row River WTP membrane racks.
- Staff attended various training workshops dealing with water treatment plant operations.
- Attended the City's Drinking Water Protection Plan second annual stakeholders meeting.
- Constructing a new Distribution System Booster Pump Station for the Taylor Avenue area.
- Installed an emergency power generator and building at Knox Hill Reservoir site.
- Installed an emergency power generator and building at Holly Ave. Booster Pump Station.
- Installed 2 new GridBee Version 2 mixers into Knox Hill finished water storage reservoirs.
- Cleaned Knox Hill reservoirs and Row River Water Plant's High Service Pump Station.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2016-17

- No significant changes being proposed.

FULL-TIME EQUIVALENT POSITIONS

<i>Position</i>	Actual 2014-15	Actual 2015-16	Adopted 2016-17	Adopted 2017-18
PW & Development Director	0.15	0.15	0.15	0.09
Administrative Aide	0.05	0.15	0.15	0.15
Clerical Assistant	0.10	0.00	0.00	0.00
City Engineer	0.05	0.05	0.05	0.05
Fleet & Facilities Manager	0.05	0.05	0.05	0.05
Water Production Supt.	1.00	1.00	1.00	1.00
Utility Maintenance Workers	2.05	2.05	2.05	2.05
Temporary Worker	0.33	0.33	0.33	0.00
Total FTE	3.78	3.78	3.78	3.39

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2014	Actual 2015	Actual 2016	Estimate 2017
<i>Meet EPA's drinking water standards</i>	Potable Water Produced (million gallons per year)	467	469	452	460
	Number of Consumer Confidence Reports distributed	4,519	4,521	4,292	4,400
	Number of Sampling & Testing Performed				
	Daily: (WTP)				
	Turbidity of filtered water every 4 hours	1,246	1,255	1,263	1,260
	Daily: (EP)				
	Chlorine residual	365	365	366	365
	pH	365	365	366	365
	Temperature	365	365	366	365
	Weekly: (DS)				
	Bacteriological 4 per week	208	208	208	208
	Chlorine residual	208	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

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2014	Actual 2015	Actual 2016	Estimate 2017
<i>Meet EPA's drinking water standards</i>	Number of Sampling & Testing Performed (cont.)				
	Annually: (EP)				
	Nitrate	1	1	1	1
	Volatile Organics - regulated	23	23	23	23
	Volatile Organics - non-regulated	21	21	21	21
	Annually: (DS)				
	Trihalomethanes	32	8	8	8
	Holacetic Acids	40	10	10	10
	Every 3 years: (EP)				
	Synthetic Organic Chemicals	96	Due 2017	Due 2017	96
	Radionuclides - Gross Alpha	Due 2015	1	Due 2018	Due 2018
	Every 3 years: (DS)				
	Lead	Due 2015	39	Due 2018	Due 2018
	Cooper	Due 2015	39	Due 2018	Due 2018
	pH	Due 2015	14	Due 2018	Due 2018
	Every 6 years: (DS)				
	None Due	None Due	None Due	None Due	None Due
	Every 9 years: (EP)				
	Radionuclides - Radium 226/228	Due 2015	2	Due 2024	Due 2024
	Radionuclides - Uranium	Due 2015	1	Due 2024	Due 2024
	Inorganic Chemicals	Due 2020	Due 2020	Due 2020	Due 2020
	Nitrite	Due 2020	Due 2020	Due 2020	Due 2020
	Arsenic	Due 2020	Due 2020	Due 2020	Due 2020
	Every 9 years: (DS)				
	Asbestos	Due 2020	Due 2020	Due 2020	Due 2020

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



DID YOU KNOW?

Water Production Facts

- Total current treatment capacity of the Row River WTP = 4.0 Million Gallons per day.
- Average daily water production, winter months November - April = 1.0 Million Gallons
- Average daily water production, summer months May - October = 1.6 Million Gallons
- Peak daily water production, summer months July - September = 2.6 Million Gallons.
- Of all the earth's water, 97% is salt water found in oceans and seas.
- Only 1% of the earth's water is available for drinking water; 2% is currently frozen.
- You can refill an 8 ounce glass with water from your tap approximately 15,000 times for the same cost as a six pack of pop.
- In 1974, Congress passed the Safe Drinking Water Act to ensure that drinking water is safe for human consumption. The Act requires public water systems to monitor and treat drinking water for safety.
- The Row River Water Treatment Plant received Second Place honors in the DJC 2009 Top Projects competition for public works infrastructure construction/design, in the \$5M to \$15M category.



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



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

**City of Cottage Grove
Fiscal Year 2017-18 Budget**

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

2017-18

2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
PERSONNEL SERVICES						
13,711	13,906	14,185	60400 PUBLIC WORKS/DEVEL. DIRECTOR - 0.09 FTE	8,220	8,220	8,220
2,298	3,395	6,945	60410 ADMINISTRATIVE AIDE - 0.15 FTE	7,285	7,285	7,285
4,140	3,143	0	60420 CLERICAL ASSISTANT	0	0	0
3,949	4,005	4,075	60430 CITY ENGINEER - 0.05 FTE	4,285	4,285	4,285
3,563	3,613	3,685	60450 FLEET & FACILITIES MANAGER - 0.05 FTE	3,880	3,880	3,880
69,384	70,364	71,755	60460 WATER PRODUCTION SUPERVISOR - 1.0 FTE	75,550	75,550	75,550
117,765	117,462	118,830	60480 UTILITY MAINTENANCE WORKER - 2.05 FTE	124,335	124,335	124,335
0	0	4,975	61000 SEASONAL WORKER - 0.25 FTE	0	0	0
2,410	3,900	5,500	61100 OVERTIME	5,500	5,500	5,500
7,226	8,169	7,890	62010 WORKERS' COMPENSATION	5,670	5,670	5,670
1,063	220	460	62020 UNEMPLOYMENT	460	460	460
15,998	16,332	17,590	62030 FICA	17,525	17,525	17,525
141	112	145	63010 LIFE INSURANCE	95	95	95
34,879	41,183	47,145	63020 RETIREMENT	57,195	57,195	57,195
809	1,090	1,200	63030 DISABILITY INSURANCE	1,145	1,145	1,145
73,954	78,205	79,450	63040 HEALTH INSURANCE	74,890	74,890	74,890
0	0	0	63050 DEFERRED COMPENSATION	2,155	2,155	2,155
351,290	365,100	383,830	TOTAL PERSONNEL SERVICES	388,190	388,190	388,190
MATERIALS AND SERVICES						
10,445	14,480	15,000	71000 CONTRACTUAL SERVICES	15,000	15,000	15,000
86,082	81,366	85,000	71500 ELECTRICITY	85,000	85,000	85,000
11,086	10,602	13,000	71520 TELEPHONE	13,000	13,000	13,000
2,869	2,070	6,000	71540 FUEL & LUBRICANTS	5,000	5,000	5,000
357	440	450	71560 COMMUNICATIONS SERVICE	450	450	450
5,448	3,316	5,500	71700 BUILDING MAINT. & REPAIR	5,500	5,500	5,500
13,384	15,902	22,000	71710 EQUIPMENT MAINT. & REPAIR	22,000	22,000	22,000
1,990	774	2,000	71720 VEHICLE MAINT. & REPAIR	2,000	2,000	2,000
0	0	500	71730 RADIO MAINT. & REPAIR	500	500	500
0	0	500	71750 METER MAINT. & REPAIR	500	500	500
1,010	0	1,500	72000 COMPUTER SERVICE & SUPPLIES	1,500	1,500	1,500
63	45	500	72010 OFFICE SUPPLIES	500	500	500
531	781	1,800	72100 MINOR EQUIPMENT & TOOLS	1,800	1,800	1,800
0	0	1,000	72120 EQUIPMENT RENTAL & LEASE	1,000	1,000	1,000
0	0	1,500	72300 BUILDING SUPPLIES	1,500	1,500	1,500
17,365	14,476	25,000	72400 LAB TESTS & SUPPLIES	25,000	25,000	25,000
35,889	41,783	55,000	72410 TREATMENT CHEMICALS	55,000	55,000	55,000
165	0	300	72510 SAFETY EQUIPMENT	300	300	300
1,246	1,813	3,000	73600 MISC. SUPPLIES & EXPENSE	3,000	3,000	3,000
187,931	187,848	239,550	TOTAL MATERIALS AND SERVICES	238,550	238,550	238,550
539,220	552,948	623,380	TOTAL EXPENDITURES	626,740	626,740	626,740

PUBLIC WORKS & DEVELOPMENT**WATER NON-DEPARTMENTAL****OVERVIEW**

The purpose of Water Non-Departmental is to account for expenditures that are common to all Water Fund activities. Those expenditures include costs for audit, insurance, administrative charges, education, professional organization costs, medical tests, debt retirement, operations, engineering support and other general water fund expenses.

OPERATIONAL OBJECTIVES

- Pay dues for membership in the American Water Works Association, Northwest Membrane Operator Association, Oregon Association of Water Utilities, Water ISAC (security), Oregon Lakes Association (harmful algae blooms info), and the American Public Works Association. Dues are also paid to the Oregon Water Utilities Council for representation in regard to water legislative issues.
- Training is provided for full-time employees that conduct the activities of the water utility.
- Fees are paid from this fund for water operator certification testing, licensing, and renewal.
- Pay fees to the Oregon Health Authority/DWS for Water System Surveys.
- Provide funding for utility billing printing and mailing costs.
- Provide funding for publication and postage fees for the mailing of special reports to the public. These reports include the Annual Consumer Confidence Report and water quality Public Notification Reports.
- Pay its allotment for administrative and general engineering services as well as any outstanding debt service.

BUDGET YEAR OBJECTIVES

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

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2016-17

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

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2016-17

- No significant budget changes proposed.

**City of Cottage Grove
Fiscal Year 2017-18 Budget**

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

2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	DESCRIPTION	2017-18		
				PROPOSED	APPROVED	ADOPTED
MATERIALS & SERVICES						
90	96	500	70030 ADVERTISING	500	500	500
331	299	750	70040 CONSUMER CONFIDENCE REPORT	750	750	750
3,731	4,790	5,590	70100 AUDIT EXPENSE	6,030	6,030	6,030
28,162	31,935	34,690	70400 INSURANCE & BONDS	37,130	37,130	37,130
0	0	470	71012 EMAIL & WEB SERVICES	505	505	505
844	986	1,200	71600 POSTAGE	1,200	1,200	1,200
12,592	13,355	13,500	71610 UTILITY BILLING POSTAGE	13,500	13,500	13,500
1,337	8,292	9,000	72000 COMPUTER PROGRAMS & SUPPLIES	9,000	9,000	9,000
1,880	1,504	3,000	72010 OFFICE SUPPLIES	3,000	3,000	3,000
506	508	750	72030 BOOKS, MAPS & PERIODICALS	750	750	750
0	0	0	72100 MINOR EQUIPMENT-TOOLS	1,500	1,500	1,500
488	0	200	73600 MISCELLANEOUS SUPPLIES	200	200	200
50	50	500	74000 PROGRAM FEES & DUES	5,500	5,500	5,500
4,808	5,076	7,500	74100 PROFESSIONAL ASSOCIATION DUES	7,500	7,500	7,500
4,604	3,460	7,500	74200 EDUCATION & REGISTRATION FEES	7,500	7,500	7,500
1,425	2,265	3,000	74210 TRAVEL & SUBSISTENCE	3,000	3,000	3,000
1,272	310	1,000	74300 EMPLOYEE MEDICAL EXAMS & TESTS	1,000	1,000	1,000
0	0	250	76133 WATERSHED COUNCIL	250	1,750	1,750
77,090	70,874	70,955	79900 ADMINISTRATION CHARGES	68,935	68,935	68,935
20,000	20,000	20,000	79910 ENGINEERING SERVICE FEES	20,000	20,000	20,000
159,209	163,800	180,355	TOTAL MATERIALS & SERVICES	187,750	189,250	189,250
CAPITAL OUTLAY						
0	0	1,000	84010 WORK EQUIPMENT	0	0	0
0	0	1,000	TOTAL CAPITAL OUTLAY	0	0	0
DEBT SERVICE						
2,452	2,577	2,535	90110-081 LOAN PAYMENT - PERS UAL	0	0	0
12,682	13,441	13,930	90111-083 LOAN INTEREST PAYMENT - PERS UAL	0	0	0
75	75	80	90115-000 LOAN TRUSTEE FEES	0	0	0
15,209	16,092	16,545	TOTAL DEBT SERVICE	0	0	0
TRANSFERS						
0	0	0	90217 TRANSFER TO DEBT SERVICE	17,420	17,420	17,420
175,000	100,000	90,000	90232 TRANSFER TO WATER RESERVE FUND	250,000	250,000	250,000
175,000	100,000	90,000	TOTAL TRANSFERS	267,420	267,420	267,420
0	0	299,600	99000 CONTINGENCY	323,950	322,450	322,450
0	0	0	99010 UNAPPROPRIATED ENDING BALANCE	0	0	0
525,725	0	0	99020 ENDING BALANCE	0	0	0
525,725	557,011	299,600	TOTAL ENDING BALANCE	323,950	322,450	322,450
875,143	836,902	587,500	TOTAL EXPENDITURES	779,120	779,120	779,120
2,244,645	2,192,606	2,154,520	TOTAL WATER FUND EXPENDITURES	2,362,525	2,362,525	2,362,525

**City of Cottage Grove
Fiscal Year 2017-18 Budget**

**302-000 WASTEWATER FUND
REVENUE**

2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	DESCRIPTION	2017-18		
				PROPOSED	APPROVED	ADOPTED
266,758	219,071	277,235	41010 CARRYOVER	399,865	399,865	399,865
1,300,719	1,393,797	1,448,180	45040 WASTEWATER DISP USER CHARGES	1,509,995	1,509,995	1,509,995
220,445	197,816	185,000	45044 GOLF COURSE FEES	190,000	190,000	190,000
32,196	39,739	30,000	45045 PRO SHOP	32,000	32,000	32,000
46,572	49,791	45,000	45046 CLUB/CART RENTALS	42,000	42,000	42,000
41,131	36,003	35,000	45047 DELI SALES	31,000	31,000	31,000
11,943	11,943	11,945	45049 CG HOSPITAL MOWING FEES	11,945	11,945	11,945
1,118	0	0	45052 CASH OVER/SHORT	0	0	0
210	0	0	45053 GIFT CARD SALES	0	0	0
1,654,332	1,729,089	1,755,125	TOTAL CHARGES FOR SERVICE	1,816,940	1,816,940	1,816,940
2,998	1,252	1,000	53200 INTEREST REVENUE	1,500	1,500	1,500
			MISCELLANEOUS REVENUE			
1,309	1,064	750	54010 CREDIT BUREAU	600	600	600
8,035	12,010	500	54050 AUCTION PROCEEDS	1,000	1,000	1,000
3,270	4,246	2,500	54060 MISCELLANEOUS REVENUE	2,500	2,500	2,500
0	0	0	54070 INSURANCE PROCEEDS	0	0	0
10,340	9,940	10,740	54250 RENTAL PROPERTY REVENUE	10,740	10,740	10,740
22,954	27,260	14,490	TOTAL MISCELLANEOUS REVENUE	14,840	14,840	14,840
1,947,042	1,976,671	2,047,850	TOTAL REVENUE	2,233,145	2,233,145	2,233,145



PUBLIC WORKS & DEVELOPMENT**WASTEWATER COLLECTION****OVERVIEW**

Wastewater Collection is a function of the Public Works Department with the primary function to collect and convey wastewater from the City's customers to the City's Wastewater Treatment Plant in a safe, efficient manner. The Wastewater Collection system contains 45.72 miles of sanitary sewer lines ranging in size from 4 to 36 inches in diameter.

OPERATIONAL OBJECTIVES

- Maintain and repair wastewater main lines including service lines within the street right-of-way.
- Provide utility locating service for underground wastewater lines.
- Investigate and monitor underground contaminants and evaluate effects on collection systems.
- Investigate and remove infiltration and inflow situations (storm water entering the sanitary sewer collection system).
- Clean wastewater lines and remove debris (rags, grease, gravel, and roots) when necessary.

BUDGET YEAR OBJECTIVES

- Continue filming the collection system to assess sewer pipe conditions

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2016-17

- Repaired sewer line failure at Oswald West and Gateway Blvd.
- Started condition assessment of the sewer collection system using the new camera system.
- In 2016 Public Works crews filmed 3,153 ft of sewer lines and 4,235 ft in January-April 2017.

FULL-TIME EQUIVALENT POSITIONS

<i>Position</i>	Actual 2014-15	Actual 2015-16	Adopted 2016-17	Adopted 2017-18
Utilities Clerk	0.42	0.42	0.42	0.42
Finance Clerk	0.17	0.17	0.20	0.20
PW & Development Director	0.15	0.15	0.15	0.16
Administrative Aide	0.20	0.40	0.40	0.40
Clerical Assistant	0.20	0.00	0.00	0.00
City Engineer	0.11	0.11	0.11	0.11
Utilities Maint. Supervisor	0.17	0.17	0.17	0.17
Fleet & Facilities Manager	0.15	0.15	0.15	0.15
Utility Maintenance Workers	1.47	1.47	1.47	1.47
Total FTE	3.04	3.04	3.07	3.08

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2012-13	Actual 2013-14	Actual 2014-15	Actual 15-16
Provide a safe and effective conveyance of wastewater	No. of service requests evaluated	40	45	40	70
	No. of plugged sewer mains	20	25	30	28
	No. of lateral lines repaired	6	6	8	39
	No. of sewer spills reported	0	0	0	0



DID YOU KNOW?

Wastewater Collection Facts:

- The Department maintains approximately 45.72 miles of sanitary sewer main lines.
- The Department responded to approximately 650 locate requests to locate the utility lines prior to excavation work being performed.
- 14 new sewer connections were made to the existing sewer system and 8 sewer laterals were repaired this year.
- There are a total of 3,609 sewer customers served by the City's sanitary sewer collection system.

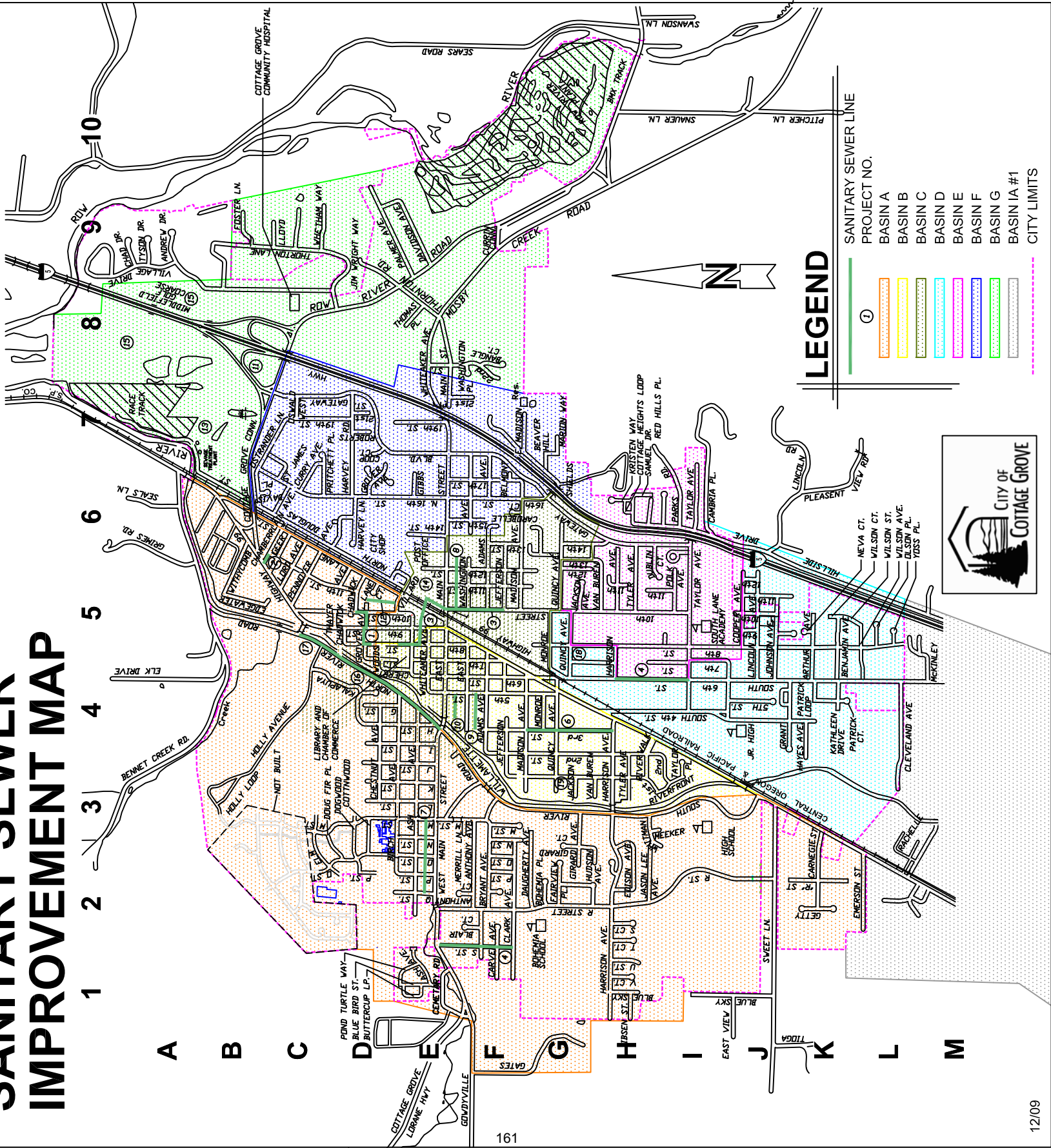


Sewer Line repair at Oswald West



Picture inside Sewer Line at Villard Street

SANITARY SEWER IMPROVEMENT MAP



SANITARY SEWER PROJECTS PROJECTED CAPITAL IMPROVEMENT NEEDS

Map No.	Project	Total Costs (4/2017 \$)	Map No.	Project	Total Costs (4/2017 \$)
1	Intersection at Grover Ave. and 8th St. to Intersection at Chadwick Ave. and 10th St.	450,057	7	Alley (Main & Ash) from "M" St. to "Q" St.	162,203
2	Intersection at Chamberlain Ave. and 11th St. to Intersection at N. Goshen Hwy..	87,378	8	Alley (Main & Washington) from 8th to Cedar Bank- Completed FY 12-13	0
3	10th St. from Jefferson Ave. to Main St. across SPRR to N. of intersection 8th St. & Gibbs	1,093,452	9	Alley (Washington & Adams) from 3rd St. to 5th St.	113,345
4	Along 6th St. between Taylor Ave., and Harrison Ave..	349,265	10	Alley (East Main to Washington)	114,206
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin A	90,577	11	Exit 174 Irrigation for reuse effluent	73,840
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin B	829,227	12	Lane St. & 10 St.	205,276
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin C	953,033	13	Backup effluent pump with vault	144,235
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin D	329,082	14	Trailhead Park Sewer Relocation	47,873
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin E	320,098	15	Drainage Projects at Golf Course	7,876
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin F	31,751	16	N. River Road (Main to Holly)	181,032
	Inflow/Infiltration Corrective Work	380,401	17	N. River Road (Holly to Woodson)	53,288
5	Digester Modifications- Completed FY 11-12	0	18	704 Quincy	20,675
6	South 4th St. from Madison Ave. to Harrison Ave. Completed FY 13-14	0	19	635 South 1st	31,013
				Portion Completed FY 15-16	
				Miscellaneous Projects including CCTV inspections	1,476,807

PROJECT IDENTIFIED ON MASTER PLAN
BUDGETED THIS FISCAL YEAR

PROJECT IDENTIFIED ON MASTER PLAN

F ESTIMATED COSTS NOT FUNDED = \$7,545,990



**City of Cottage Grove
Fiscal Year 2017-18 Budget**

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

2017-18

2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
PERSONNEL SERVICES						
18,355	14,904	16,630	60240 UTILITIES CLERK - 0.42 FTE	18,345	18,345	18,345
3,566	4,867	6,585	60250 FINANCE CLERK - 0.20 FTE	7,050	7,050	7,050
13,711	13,906	14,185	60400 PUBLIC WORKS/DEVEL. DIRECTOR - 0.16 FTE	14,615	14,615	14,615
9,117	11,369	18,545	60410 ADMINISTRATIVE AIDE - 0.40 FTE	19,445	19,445	19,445
8,280	6,287	0	60420 CLERICAL ASSISTANT	0	0	0
8,687	8,811	8,960	60430 CITY ENGINEER - 0.11 FTE	9,425	9,425	9,425
11,956	12,125	12,365	60440 UTILITIES MAINT. SUPERVISOR - 0.17 FTE	12,930	12,930	12,930
10,688	10,839	11,055	60450 FLEET & FACILITIES MANAGER - 0.15 FTE	11,640	11,640	11,640
80,732	78,970	80,335	60480 UTILITY MAINTENANCE WORKER - 1.47 FTE	78,575	78,575	78,575
250	327	2,000	61100 OVERTIME	2,000	2,000	2,000
3,878	3,789	4,305	62010 WORKERS' COMPENSATION	3,285	3,285	3,285
815	163	345	62020 UNEMPLOYMENT	350	350	350
12,179	12,064	13,055	62030 FICA	13,315	13,315	13,315
117	91	120	63010 LIFE INSURANCE	80	80	80
25,514	27,550	29,410	63020 RETIREMENT	32,475	32,475	32,475
607	794	900	63030 DISABILITY INSURANCE	860	860	860
54,669	55,461	63,295	63040 HEALTH INSURANCE	57,060	57,060	57,060
0	0	0	63050 DEFERRED COMPENSATION	995	995	995
263,120	262,317	282,090	TOTAL PERSONNEL SERVICES	282,445	282,445	282,445
MATERIALS AND SERVICES						
7,906	6,266	7,500	71000 CONTRACTUAL SERVICES	25,000	25,000	25,000
513	491	750	71210 CLOTHING ALLOWANCE	750	750	750
1,623	929	1,500	71500 ELECTRICITY	1,500	1,500	1,500
7,915	6,952	8,500	71520 TELEPHONE	8,500	8,500	8,500
727	1,046	1,500	71530 NATURAL GAS	1,500	1,500	1,500
7,103	4,206	9,000	71540 FUEL & LUBRICANTS	9,000	9,000	9,000
901	1,109	1,200	71560 COMMUNICATIONS SERVICE	1,200	1,200	1,200
551	550	1,000	71700 BUILDING MAINT. & REPAIR	1,000	1,000	1,000
6,986	8,383	9,000	71710 EQUIPMENT MAINT. & REPAIR	9,000	9,000	9,000
1,202	500	1,500	71720 VEHICLE MAINT. & REPAIR	1,500	1,500	1,500
295	0	500	71730 RADIO MAINT. & REPAIR	500	500	500
0	0	250	72000 COMPUTER SERVICE & SUPPLIES	250	250	250
0	107	0	72010 OFFICE SUPPLIES	0	0	0
1,661	5,495	11,700	72100 MINOR EQUIPMENT & TOOLS	11,700	11,700	11,700
0	0	1,000	72120 EQUIPMENT RENTAL & LEASE	1,000	1,000	1,000
1,356	1,218	1,500	72510 SAFETY EQUIPMENT	1,500	1,500	1,500
1,018	778	800	72600 CLEANING SUPPLIES	1,000	1,000	1,000
1,103	1,397	2,500	73000 SAND & GRAVEL	2,500	2,500	2,500
0	176	1,000	73010 ASPHALT & CONCRETE	1,000	1,000	1,000
0	825	2,000	73200 SEWER PIPE	2,000	2,000	2,000
2,048	3,997	2,500	73600 MISC. SUPPLIES & EXPENSE	2,500	2,500	2,500
42,909	44,424	65,200	TOTAL MATERIALS AND SERVICES	82,900	82,900	82,900
306,029	306,741	347,290	TOTAL EXPENDITURES	365,345	365,345	365,345



PUBLIC WORKS & DEVELOPMENT**WASTEWATER TREATMENT****OVERVIEW**

The Wastewater Treatment Plant receives and processes all sanitary wastewater generated by users of the municipal wastewater system twenty-four hours a day, seven days a week. The Environmental Protection Agency, along with Oregon's Department of Environmental Quality dictate standards for discharging effluent, bio-solids disposal, and water reuse which the City must meet or exceed. Staff maintains and repairs equipment as needed and monitors the processes to ensure standards are met.

OPERATIONAL OBJECTIVES

- Operate, maintain, and repair treatment site facilities and equipment.
- Conduct laboratory sampling and testing to control treatment processes and to assure compliance with discharge/disposal requirements.
- Implement new NPDES permit testing for Whole Effluent Toxicity, metals, and organic toxic testing.
- Remove and dispose of residual bio-solids from the treatment process. Bio-solids are hauled to a DEQ approved private facility for additional treatment and reclamation.

BUDGET YEAR OBJECTIVES

- Continue to operate and maintain treatment site facilities and equipment to meet governing standards.
- Hire a level 4 operator/supervisor for the plant.
- Continue to provide treated reuse water for irrigation to Middlefield Golf Course in greater quantities than last year.
- Design and build an effluent storage facility and irrigation system to utilize all the treated effluent during the discharge restricted months.
- Continue to seek opportunities to develop alternative energy sources for the facility.
- Contract with an engineering firm to assist City staff with the renewal of the NPDES permit.
- Continue to haul bio-solids to the Heard Farms facility, near Sutherlin, for disposal.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2016-17

- Performed routine maintenance throughout the plant. Repaired 24 items at the plant.
- West Yost Associates was chose to design the new storage and expanded effluent irrigation system.

FULL-TIME EQUIVALENT POSITIONS

<i>Position</i>	Actual 2014-15	Actual 2015-16	Adopted 2016-17	Adopted 2017-18
PW & Development Director	0.08	0.08	0.08	0.08
Administrative Aide	0.05	0.05	0.12	0.12
Clerical Assistant	0.07	0.07	0.00	0.00
City Engineer	0.00	0.00	0.00	0.00
Fleet & Facilities Manager	0.05	0.05	0.05	0.05
WW Treatment Plant Supervisor	1.00	1.00	1.00	1.00
Utility Maintenance Workers	3.05	3.05	3.05	3.05
Total FTE	4.30	4.30	4.30	4.30

PERFORMANCE MEASUREMENTS

Strategy	Measure	Actual 2013	Actual 2014	Actual 2015	Actual 2016	Estimate 2017
Meet EPA's & DEQ's treatment and discharge standards	Millions of gallons treated per year	553.3	848.7	668.0	830.1	900.0
	Dry tone of bio-solids disposed	133	201.5	176	177	194
	Permit Violations	0	0	0	5	0



DID YOU KNOW?

Wastewater Treatment Facts:

- The Wastewater Treatment Plant is an activated sludge process. The plant is designed to reduce pollutant discharges, thermal loading, and nutrients to the Coast Fork Willamette River, which impact the ecology of the stream by reducing dissolved oxygen. The plant was designed and operates under a DEQ permit to allow summer discharges to be used as reuse irrigation water on the Middlefield Golf Course and other identified sites.
- Additional treatment parameters including reductions in phosphorous, ammonia, temperature and chlorine levels have been added to the City's discharge permit.
- To protect the environment, reduce the potential for treatment failures resulting in fines and to improve maintenance schedules the WWTP has redundancy in digestion, secondary clarification, disinfection and residual processing.
- The plant's peak instantaneous flow is 13 million gallons/day (MGD).
- Typical WWTP dry weather flow = 1.0 million gallons/day.
- WWTP wet weather design flow – 3.5 million gallons/day.
- The treatment plant has been designed for the City's anticipated needs through the year 2025.

**City of Cottage Grove
Fiscal Year 2017-18 Budget**

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

2017-18

2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
PERSONNEL SERVICES						
7,312	7,417	7,565	60400 PUBLIC WORKS/DEVEL. DIRECTOR - 0.08 FTE	8,220	8,220	8,220
2,298	3,076	5,575	60410 ADMINISTRATIVE AIDE - 0.12 FTE	5,845	5,845	5,845
2,898	2,200	0	60420 CLERICAL ASSISTANT	0	0	0
3,563	3,613	3,685	60450 FLEET & FACILITIES MANAGER - 0.05 FTE	3,880	3,880	3,880
69,385	70,364	71,755	60470 WW TREATMENT PLANT SUPERVISOR - 1.0 FTE	68,035	68,035	68,035
151,344	153,092	171,565	60480 UTILITY MAINTENANCE WORKER - 3.05 FTE	182,525	182,525	182,525
3,205	1,626	4,000	61100 OVERTIME	4,000	4,000	4,000
7,030	8,181	8,235	62010 WORKERS' COMPENSATION	7,045	7,045	7,045
1,176	242	540	62020 UNEMPLOYMENT	550	550	550
17,406	17,778	20,210	62030 FICA	20,850	20,850	20,850
164	128	175	63010 LIFE INSURANCE	120	120	120
40,117	48,696	47,725	63020 RETIREMENT	57,525	57,525	57,525
914	1,236	1,460	63030 DISABILITY INSURANCE	1,445	1,445	1,445
83,138	76,721	80,410	63040 HEALTH INSURANCE	82,585	82,585	82,585
0	0	0	63050 DEFERRED COMPENSATION	130	130	130
389,950	394,370	422,900	TOTAL PERSONNEL SERVICES	442,755	442,755	442,755
MATERIALS AND SERVICES						
5,238	5,481	9,000	71000 CONTRACTUAL SERVICES	9,000	9,000	9,000
0	0	1,000	71210 CLOTHING ALLOWANCE	1,000	1,000	1,000
106,494	106,621	110,000	71500 ELECTRICITY	110,000	110,000	110,000
7,900	7,132	7,500	71520 TELEPHONE	7,500	7,500	7,500
670	626	500	71530 NATURAL GAS	900	900	900
4,730	894	5,500	71540 FUEL & LUBRICANTS	5,500	5,500	5,500
315	782	1,200	71700 BUILDING MAINT. & REPAIR	1,200	1,200	1,200
25,501	29,793	30,000	71710 EQUIPMENT MAINT. & REPAIR	35,000	35,000	35,000
81	0	500	71720 VEHICLE MAINT. & REPAIR	500	500	500
591	385	1,000	72100 MINOR EQUIPMENT & TOOLS	1,000	1,000	1,000
0	348	0	72030 BOOKS-MAPS-PERIODICALS	0	0	0
631	450	2,000	72120 EQUIPMENT RENTAL & LEASE	2,000	2,000	2,000
15,529	16,123	17,500	72400 LAB TESTS & SUPPLIES	15,000	15,000	15,000
78,773	74,464	80,000	72410 TREATMENT CHEMICALS	82,000	82,000	82,000
52,208	50,477	60,000	72435 BIOSOLIDS DISPOSAL	60,000	60,000	60,000
396	422	500	72600 CLEANING SUPPLIES	500	500	500
2,288	3,638	4,000	73600 MISC. SUPPLIES & EXPENSE	4,000	4,000	4,000
301,346	297,637	330,200	TOTAL MATERIALS AND SERVICES	335,100	335,100	335,100
691,296	692,007	753,100	TOTAL EXPENDITURES	777,855	777,855	777,855

PUBLIC WORKS & DEVELOPMENT**MIDDLEFIELD GOLF COURSE****OVERVIEW**

Middlefield Golf Course is a beautiful, 18-hole, 5002 yard, par 67 executive public golf course that is surrounded by mature landscaping and the beautiful Row River. The budget provides for the operation, maintenance, and promotion of this course. The reason for the purchase of the course in 2006 was to use reclaimed water from the wastewater treatment plant for irrigation during the summer months to avoid additional costly treatment requirements to discharge into the river. The reclaimed water also provides valuable nutrients to the plants. The golf course is operated as a part of the Wastewater Treatment system.

OPERATIONAL OBJECTIVES

- Provide operation, maintenance, and improvements to Middlefield Golf Course.
- Enhance the usage of Middlefield Golf Course and sales at in the Pro shop.
- Provide training of employees to enhance the operation, maintenance and any improvements.

BUDGET YEAR OBJECTIVES

- Expand usage of course for traditional golf and soccer golf.
- Increase profit margins of Pro Shop and Deli.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2016-2017

- Hosted 9 community golf tournaments.
- Hosted Cottage Grove and Creswell high school golf teams for practice and tournaments.
- Converted the lighting in the Pro Shop to LED lighting.
- Changed aerator in the pond adjacent to Hole 18.
- Purchased Terraincut Mower for use at Middlefield.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2016-2017

- None

FULL-TIME EQUIVALENT POSITIONS

<i>Position</i>	Adopted 2014-15	Adopted 2015-16	Adopted 2016-17	Adopted 2017-18
Community Services Director	0.15	0.15	0.15	0.00
Pro Shop Manager	1.00	1.00	1.00	1.00
Pro Shop Assistant	1.45	1.45	1.45	1.45
Golf Course Superintendent	1.00	1.00	1.00	1.00
Groundskeeper Reg. Part-Time Worker	3.00	2.77	2.77	3.23
Total FTE	6.60	6.37	6.37	6.68

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	ACTUAL 2013-14	ACTUAL 2014-15	ACTUAL 2015-16	YTD 2016-17
<i>Use reuse water for irrigation purposes</i>	Total Number of gallons applied	25.8 MG	25.2 MG	33.2 MG	27.8 MG
<i>Provide facility for community golf programs and tournaments annually</i>	No. of tournaments	13	14	14	9
	No. of annual memberships	85	90	89	65
	Weekday Rounds	5,415	5,324	6,386	4,119
	Weekend Rounds	5,061	3,572	3,133	1,633
	Member Rounds	7,747	7,712	7,891	4,908
	Comp. Rounds	893	904	918	472
	Total Rounds	19,116	17,512	18,328	11,132
	Attendance at Golf Camp	30	30	30	30
	No. of High School Golf Events	5	9	8	4
		Actual 2013-14	Actual 2014-15	Actual 2015-16	2016-17 YTD
<i>Increase Sales to support operations & maintenance</i>	Clubs/Cart rental	\$ 48,474	\$ 46,572	\$ 49,791	\$ 28,038
	Deli Shop revenue	\$ 36,523	\$ 41,131	\$ 36,003	\$ 20,675
	Pro Shop revenue	\$ 43,291	\$ 32,196	\$ 39,738	\$ 21,908
		\$ 128,288	\$ 119,899	\$ 125,532	\$ 70,621



**City of Cottage Grove
Fiscal Year 2017-18 Budget**

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

			2017-18			
2014-15	2015-16	2017-18				
ACTUAL	ACTUAL	BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
PERSONNEL SERVICES						
11883.55	12051.96	0	60475 COMMUNITY SERVICES DIRECTOR	0	0	0
44,499	45,128	44,655	60476 GOLF SHOP MANAGER - 1.0 FTE	48,095	48,095	48,095
35,548	26,455	31,095	60477 GOLF SHOP ASSISTANT - 1.45 FTE	32,210	32,210	32,210
57,033	57,836	58,975	60478 GOLF COURSE SUPERINTENDENT - 1.0 FTE	59,945	59,945	59,945
56,022	61,900	67,165	61010 GROUNDSKEEPER/REG. PT. WORK - 3.23 FTE	70,655	70,655	70,655
0	0	400	61100 OVERTIME	400	400	400
2,314	2,578	2,785	62010 WORKERS' COMPENSATION	3,015	3,015	3,015
984	204	405	62020 UNEMPLOYMENT	425	425	425
15,550	15,442	15,475	62030 FICA	16,165	16,165	16,165
87	71	90	63010 LIFE INSURANCE	55	55	55
19,499	17,400	17,140	63020 RETIREMENT	21,705	21,705	21,705
470	635	620	63030 DISABILITY INSURANCE	615	615	615
35,940	37,932	35,465	63040 HEALTH INSURANCE	27,075	27,075	27,075
0	0	0	63050 DEFERRED COMPENSATION	485	485	485
279,828	277,633	274,270	TOTAL PERSONNEL SERVICES	280,845	280,845	280,845
MATERIALS AND SERVICES						
5,057	5,910	5,000	70030 ADVERTISING	6,000	6,000	6,000
4,164	3,896	5,000	71000 CONTRACTUAL SERVICES	5,000	5,000	5,000
2,673	2,598	700	71020 LICENSES & PERMITS	700	700	700
144	173	1,000	71210 CLOTHING ALLOWANCE	1,000	1,000	1,000
21,800	22,914	25,000	71500 ELECTRICITY	25,000	25,000	25,000
7,463	7,235	7,500	71520 TELEPHONE	7,500	7,500	7,500
1,369	1,328	1,200	71530 NATURAL GAS	1,200	1,200	1,200
12,778	9,276	15,000	71540 FUEL & LUBRICANTS	12,000	12,000	12,000
0	735	-	71580 FERTILIZER	0	0	0
4,857	1,636	7,000	71700 BUILDING MAINT. & REPAIR	7,000	7,000	7,000
19,869	16,285	25,000	71710 EQUIPMENT MAINT. & REPAIR	25,000	25,000	25,000
581	103	800	71720 VEHICLE MAINT. & REPAIR	800	800	800
384	3,076	1,500	72000 COMPUTER SERVICE & SUPPLIES	1,500	1,500	1,500
826	371	600	72010 OFFICE SUPPLIES	600	600	600
0	0	200	72030 BOOKS, MAPS & PERIODICALS	200	200	200
310	2,310	2,000	72100 MINOR EQUIPMENT & TOOLS	2,000	2,000	2,000
0	0	1,000	72120 EQUIPMENT RENTAL & LEASE	1,000	1,000	1,000
198	1,795	1,500	72200 LANDSCAPING SUPPLIES	1,500	1,500	1,500
5,362	9,870	7,500	72320 IRRIGATION PARTS & SUPPLIES	7,500	7,500	7,500
16,356	10,902	20,000	72330 SUPPLIES/PRO SHOP INVENTORY	20,000	20,000	20,000
26,292	24,070	22,000	72340 SUPPLIES/DELI FOOD	22,000	22,000	22,000
13,754	15,799	20,000	72430 CHEMICALS/FERTILIZER	20,000	20,000	20,000
1,081	928	1,500	72600 CLEANING SUPPLIES	1,500	1,500	1,500
4,345	2,431	5,500	73000 SOIL/SAND/GRAVEL	5,500	5,500	5,500
12,425	6,625	6,000	73600 MISC. SUPPLIES & EXPENSE	6,000	6,000	6,000
3,561	2,514	3,600	74100 PROFESSIONAL ASSOC. DUES	3,600	3,600	3,600
831	730	1,200	74200 EDUCATION & REGISTRATION FEES	1,200	1,200	1,200
220	212	1,750	74210 TRAVEL & SUBSISTENCE	1,750	1,750	1,750
347	0	1,000	76000 ANIMAL CONTROL	1,000	1,000	1,000
167,044	153,723	190,050	TOTAL MATERIALS AND SERVICES	188,050	188,050	188,050
446,872	431,356	464,320	TOTAL EXPENDITURES	468,895	468,895	468,895



PUBLIC WORKS & DEVELOPMENT

WASTEWATER NON-DEPARTMENTAL

OVERVIEW

The Wastewater Non-Departmental budget accounts for expenditures that are common to all Wastewater Fund activities. Those include costs for audit, insurance, postage, administrative charges, education, professional organization costs, medical tests, operations engineering support and other general wastewater fund expenses.

OPERATIONAL OBJECTIVES

- Annual fees are paid from this fund as it relates to the City's NPDES Permit.
- Pays dues for membership in the Oregon Association of Clean Water Agencies.
- Training is provided for full-time employees that conduct the activities of the wastewater utility.
- Fees are paid from this fund for wastewater operator and wastewater collections certification testing, licensing, and renewal.
- Funds portion of utility billing printing and mailing costs.
- Funds publication and postage fees for the mailing of special reports to the public.
- Pays allotment for administrative and general engineering services as well any outstanding debt service.

BUDGET YEAR OBJECTIVES

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

**City of Cottage Grove
Fiscal Year 2017-18 Budget**

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

2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	DESCRIPTION	2016-17		
				PROPOSED	APPROVED	ADOPTED
MATERIALS & SERVICES						
292	1,289	1,500	70030 ADVERTISING	1,500	1,500	1,500
3,627	5,022	5,885	70100 AUDIT EXPENSE	6,350	6,350	6,350
56,279	46,329	49,200	70400 INSURANCE & BONDS	51,565	51,565	51,565
649	1,593	1,000	71000 CONTRACTUAL SERVICES	1,000	1,000	1,000
0	0	470	71012 EMAIL & WEB SERVICES	605	605	605
341	86	250	71600 POSTAGE	250	250	250
4,800	4,341	5,000	71610 UTILITY BILLING POSTAGE	5,000	5,000	5,000
1,899	6,348	6,500	72000 COMPUTER PROGRAMS & SUPPLIES	6,500	6,500	6,500
551	484	1,000	72010 OFFICE SUPPLIES	1,000	1,000	1,000
379	0	100	72030 BOOKS, MAPS & PERIODICALS	300	300	300
0	0	0	72100 MINOR EQUIPMENT-TOOLS	1,500	1,500	1,500
7,353	8,192	8,000	73220 NDPES DISCHARGE PERMIT	8,500	8,500	8,500
50	50	1,000	74000 PROGRAM FEES & DUES	1,000	1,000	1,000
2,428	1,886	2,000	74100 PROFESSIONAL ASSOCIATION DUES	2,500	2,500	2,500
2,066	2,093	3,000	74200 EDUCATION & REGISTRATION FEES	3,000	3,000	3,000
111	1,035	1,000	74210 TRAVEL & SUBSISTENCE	1,000	1,000	1,000
375	98	500	74300 EMPLOYEE MEDICAL EXAMS & TESTS	600	600	600
930	720	1,000	76010 RODENT CONTROL	1,000	1,000	1,000
0	0	300	76133 WATERSHED COUNCIL	300	1,800	1,800
77,080	70,870	71,015	79900 ADMINISTRATION FEE	69,000	69,000	69,000
20,000	20,000	20,000	79910 ENGINEERING SERVICE FEES	20,000	20,000	20,000
179,210	170,436	178,720	TOTAL MATERIALS & SERVICES	182,470	183,970	183,970
CAPITAL OUTLAY						
0	0	1,000	84010 WORK EQUIPMENT	0	0	0
0	0	1,000	TOTAL CAPITAL OUTLAY	0	0	0
DEBT SERVICE						
1,695	1,781	1,750	90110-081 LOAN PAYMENT - PERS UAL	0	0	0
40,000	40,000	40,000	90110-091 LOAN PAYMENT - LOCAP GOLF	0	0	0
15,517	16,190	16,830	90110-092 LOAN PAYMENT - GOLF & HOUSE	0	0	0
8,765	9,290	9,630	90111-083 LOAN INTEREST PAYMENT - PERS UAL	0	0	0
24,038	22,638	21,040	90111-093 LOAN INTEREST PAYMENT - LOCAP GOLF	0	0	0
14,496	13,823	13,190	90111-094 LOAN INTEREST PAYMENT - GOLF & HOUSE	0	0	0
52	52	55	90115 LOAN TRUSTEE FEES	0	0	0
0	19	20	90116 LOCAP ADMINISTRATION FEE	0	0	0
104,563	103,792	102,515	TOTAL DEBT SERVICE	0	0	0
0	0	0	90217 TRANSFER TO DEBT SERVICE	106,415	106,415	106,415
0	0	0	90235 TRANSFER TO WASTEWATER RESERVE FUND	50,000	50,000	50,000
0	0	200,905	99000 CONTINGENCY	282,165	280,665	280,665
219,071	272,339	200,905	99020 ENDING BALANCE	0	0	0
502,844	546,567	483,140	TOTAL EXPENDITURES	621,050	621,050	621,050
1,947,042	1,976,671	2,047,850	TOTAL WASTEWATER FUND EXPENDITURES	2,233,145	2,233,145	2,233,145

PUBLIC WORKS & DEVELOPMENT

STORM DRAIN UTILITY

OVERVIEW

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

OPERATIONAL OBJECTIVES

- Complete minor repairs to the system infrastructure
- Clean storm drainage mainlines, catch basins, inlets and drainage channels
- Respond to underground locate requests and identify underground utilities
- Separate cross connections (storm water connected to sanitary sewer) when possible and reconnect to appropriate system.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2015-16

- Follow adopted 5 year utility rate plan and increase storm drain utility rates from \$3.93 per equivalent service unit (ESU) to \$4.24 per ESU. The rate increase is necessary to begin preparations to comply with additional Federal regulations when the City's population reaches 10,000.

FULL-TIME EQUIVALENT POSITIONS

<i>Position</i>	Actual 2014-15	Actual 2015-16	Adopted 2016-17	Adopted 2017-18
Utilities Clerk	0.05	0.05	0.06	0.05
Finance Clerk	0.05	0.05	0.05	0.06
PW & Development Director	0.07	0.07	0.07	0.10
Administrative Aide	0.05	0.13	0.13	0.13
Clerical Assistant	0.08	0.00	0.00	0.00
City Engineer	0.08	0.08	0.08	0.08
Utilities Maint. Supervisor	0.10	0.10	0.10	0.10
Fleet & Facilities Manager	0.08	0.08	0.08	0.08
Utility Maintenance Worker	1.36	1.36	1.36	1.36
Total FTE	1.92	1.92	1.93	1.96

PERFORMANCE MEASUREMENTS

Strategy	Measure	Actual 2013-13	Actual 2013-14	Actual 2014-15	Actual 2015-16
Provide an effective conveyance of storm water	No. of service requests evaluated	11	15	10	10
	No. of plugged storm mains	6	8	3	50
	No. of drainage channels cleaned	23	25	8	180

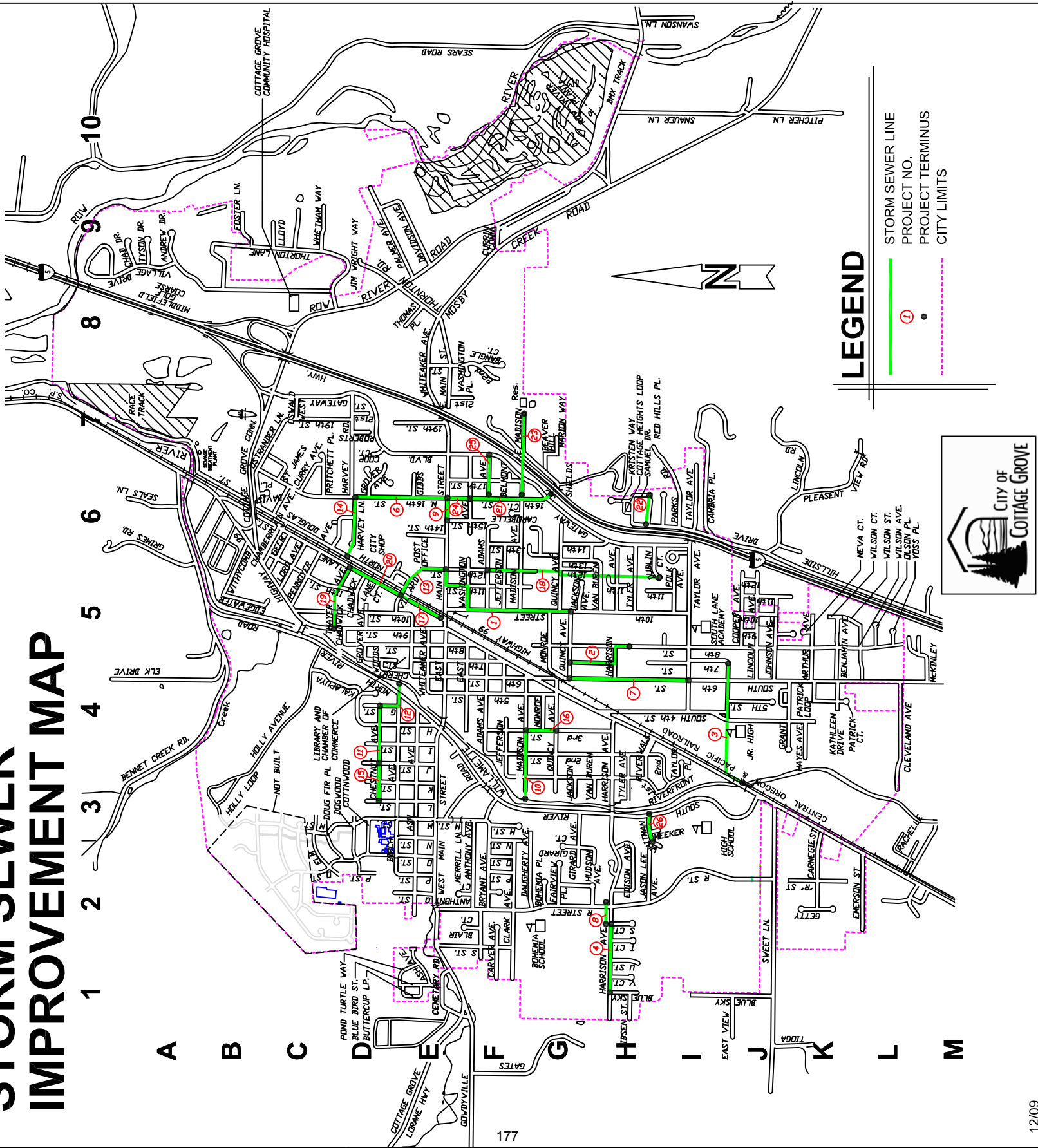


DID YOU KNOW?

Storm Drainage Facts:

- The Department maintains approximately 30.85 miles of storm drainage lines.
- The Department cleans and maintains approximately 600 catch basins.
- The Department responded to approximately 650 locate requests to locate the municipal lines prior to excavation work being performed.
- Average rainfall in Cottage Grove is 46 inches.

STORM SEWER IMPROVEMENT MAP



STORM DRAINAGE PROJECTS PROJECTED CAPITAL IMPROVEMENT NEEDS

Map No.	Project	Map No.	Project	Total Costs (4/2017 \$)
1	Along 16th St. & Washington Ave. Between Quinley Ave. & Main St. Completed FY 12-13	14	Along Harvey Rd. between N. 16th and Hwy. 99	733,850
2	Along S. 8th St. between Harrison Ave. & Quinley Ave. Completed FY14-15	15	Along Chestnut between N. "L" St. and N. "J" St.	225,090
3	Along Fillmore Ave. between S. 8th St. and Hwy. 99 Portion Completed FY 16-17	16	Along S. 2nd St. between Quinley Ave. and Madison Ave. Completed FY 13-14	0
4	Drive and S. "S" St.	17	Along Hwy. 99 from Whiteaker Ave. to Villard Ave.	537,065
5	Along Quinley Ave. between S. 8th St. and S. 16th St. Completed FY 11-12	18	Along S. 12th St. between Dublin and Adams Ave.	1,893,020
6	Along N. 16th St. between Main St. & Harvey Rd.	19	West of Hwy. 99 from Thayer Ave. N. wards to N. 9th St.	979,615
7	Along S. 6th St. between Taylor Ave. and Quinley Ave.	20	Along Hwy. 99 from Villard Ave. to Thayer Ave.	338,681
8	Along S. property line of Bohemia School between S. "S" St. and about 135 feet east of S. "R" St.	21	Along S. 16th St. from I-5/S. 16th to Washington Ave.	449,934
9	Along Main St. between 15th St. and 16th St.	22	East of I-5 between Parks Rd. and Shields Cemetery	187,431
10	Along Madison Ave. from S. 3rd St. to Coast Fork of Willamette River	23	Along E. Madison Ave. from about 850 ft. east of I-5 to S. 16th/Madison Ave.	506,299
11	Along Chestnut between N. "J" St. and N. "G" St.	24	Along S. 16th between Washington Ave. and Main St.	144,358
12	Along Birch between N. "G" St. and Coast Fork of Willamette River	25	Along Adams Ave. between Gateway Blvd. and S. 16th St.	337,450
13	East of I-5 from Main/12th St. to Villard Ave.	26	Along Jason Lee Ave. from Whitmain Blv to the Coast Fork of Willamette River	389,016
PROJECT IDENTIFIED ON MASTER PLAN BUDGETED THIS FISCAL YEAR				
N. Regional Park Ditch Cleaning				592,323
Miscellaneous Projects				1,353,740

TOTAL OF ESTIMATED COSTS NOT FUNDED – \$14,785,544



**City of Cottage Grove
Fiscal Year 2017-18 Budget**

402-420 STORM DRAIN UTILITY

2014-15	2015-16	2016-17		2016-17		
ACTUAL	ACTUAL	BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
REVENUE						
110,133	149,920	98,420	41010 CARRYOVER	89,235	89,235	89,235
267,202	287,222	310,310	45050 STORM DRAINAGE FEES	339,015	339,015	339,015
997	448	500	53200 INTEREST INCOME	500	500	500
263	237	200	54010 CREDIT BUREAU	100	100	100
0	1,857	0	54050 AUCTION PROCEEDS	0	0	0
223	509	100	54060 MISCELLANEOUS REVENUE	200	200	200
378,818	440,192	409,530	TOTAL REVENUE	429,050	429,050	429,050
EXPENDITURES						
PERSONNEL SERVICES						
2,185	1,774	1,980	60240 UTILITIES CLERK - 0.05 FTE	2,185	2,185	2,185
1,049	1,432	1,940	60250 FINANCE CLERK - 0.06 FTE	2,075	2,075	2,075
6,398	6,490	6,620	60400 PUBLIC WORKS/DEVEL. DIRECTOR - 0.10 FTE	9,135	9,135	9,135
2,298	3,182	6,030	60410 ADMINISTRATIVE AIDE - 0.13 FTE	6,325	6,325	6,325
3,312	2,515	0	60420 CLERICAL ASSISTANT	0	0	0
6,318	6,408	6,515	60430 CITY ENGINEER - 0.08 FTE	6,855	6,855	6,855
7,033	7,132	7,275	60440 UTILITIES MAINT. SUPERVISOR - 0.10 FTE	7,605	7,605	7,605
5,701	5,781	5,895	60450 FLEET & FACILITIES MANAGER - 0.08 FTE	6,210	6,210	6,210
74,727	72,223	74,120	60480 UTILITY MAINTENANCE WORKER -1.36 FTE	75,710	75,710	75,710
234	354	900	61100 OVERTIME PAY	900	900	900
3,381	3,665	3,615	62010 WORKERS' COMPENSATION	2,855	2,855	2,855
533	107	225	62020 UNEMPLOYMENT	235	235	235
8,011	7,961	8,515	62030 FICA	8,950	8,950	8,950
76	58	80	63010 LIFE INSURANCE	55	55	55
17,471	18,782	19,875	63020 RETIREMENT	22,970	22,970	22,970
412	537	610	63030 DISABILITY INSURANCE	600	600	600
34,504	34,952	44,195	63040 HEALTH INSURANCE	41,840	41,840	41,840
0	0	0	63050 DEFERRED COMPENSATION	820	820	820
173,644	173,354	188,390	TOTAL PERSONNEL SERVICES	195,325	195,325	195,325
MATERIALS & SERVICES						
507	723	730	70100 AUDIT EXPENSE	935	935	935
2,023	4,430	4,850	70400 INSURANCE & BONDS	5,760	5,760	5,760
1,812	1,618	2,500	71000 CONTRACTUAL SERVICES	10,000	10,000	10,000
0	0	350	71012 EMAIL & WEB SERVICES	155	155	155
405	405	1,000	71500 ELECTRICITY	1,000	1,000	1,000
1,614	1,588	2,000	71520 TELEPHONE	2,000	2,000	2,000
363	523	1,000	71530 NATURAL GAS	1,000	1,000	1,000
2,375	1,401	2,500	71540 FUEL & LUBRICANTS	2,500	2,500	2,500
418	515	500	71560 COMMUNICATIONS SERVICE	550	550	550
0	0	100	71600 POSTAGE	100	100	100
1,732	1,620	1,850	71610 UTILITY BILLING POSTAGE	1,850	1,850	1,850
246	81	800	71700 BUILDING MAINT. & REPAIR	800	800	800
1,795	1,415	2,500	71710 EQUIPMENT MAINT. & REPAIR	2,500	2,500	2,500
205	213	800	71720 VEHICLE MAINT. & REPAIR	900	900	900
0	2,324	3,500	72000 COMPUTER SERVICE & SUPPLIES	3,500	3,500	3,500
8	26	100	72010 OFFICE SUPPLIES	100	100	100
1,159	1,439	10,700	72100 MINOR EQUIPMENT & TOOLS	11,500	11,500	11,500
0	0	1,000	72120 EQUIPMENT RENTAL & LEASE	1,000	1,000	1,000
134	157	125	72600 CLEANING SUPPLIES	200	200	200
842	921	2,000	73000 SAND & GRAVEL	2,000	2,000	2,000
0	320	2,000	73010 ASPHALT & CONCRETE	2,000	2,000	2,000
0	0	1,000	73200 SEWER PIPE	1,000	1,000	1,000
1,197	3,074	2,800	73600 MISCELLANEOUS SUPPLIES	2,800	2,800	2,800
0	0	1,100	74000 PROGRAM FEES AND DUES	1,100	1,100	1,100
15,925	19,570	19,915	79900 ADMINISTRATIVE FEE	20,860	20,860	20,860
20,000	20,000	20,000	79910 ENGINEERING FEES	20,000	20,000	20,000
52,760	62,363	85,720	TOTAL MATERIALS & SERVICES	96,110	96,110	96,110

**City of Cottage Grove
Fiscal Year 2017-18 Budget**

402-420 STORM DRAIN UTILITY

2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	DESCRIPTION	2016-17		
				PROPOSED	APPROVED	ADOPTED
			CAPITAL OUTLAY			
0	0	1,000	84010 WORK EQUIPMENT	0	0	0
0	0	1,000	TOTAL CAPITAL OUTLAY	0	0	0
			DEBT SERVICE			
402	423	420	90110-081 LOAN PAYMENT - PERS UAL	0	0	0
2,080	2,205	2,285	90111-083 LOAN INTEREST PAYMENT - PERS UAL	0	0	0
12	12	15	90115 LOAN TRUSTEE FEES	0	0	0
2,494	2,640	2,720	TOTAL DEBT SERVICE	0	0	0
0	0	0	90217 TRANSFER TO DEBT SERVICE	2,860	2,860	2,860
0	100,000	80,000	90236 TRANSFER TO STORM DRAINAGE RESERVE	70,000	70,000	70,000
0	0	51,700	99000 CONTINGENCY	64,755	64,755	64,755
149,920	101,835	131,700	99020 ENDING BALANCE	0	0	0
378,818	440,192	409,530	TOTAL EXPENDITURES	429,050	429,050	429,050

INDUSTRIAL PARK OPERATIONS

OVERVIEW

The Industrial Park Operations Fund is set up to administer the development and sale or lease of industrial lots that were created by the City in the late 1990's. The fund receives revenues from the sale or leases of land. Expenditures are made to maintain those properties owned by the City, for maintenance of the wetland located on the easterly portion of the industrial park, and for paying the debt for the development of the industrial park.

OPERATIONAL OBJECTIVES

- Sell the properties still in City ownership (lots 1, 2.1, & 4).
- Monitor sale agreements for monthly and final payments.
- Maintain open space and wetland areas.

BUDGET YEAR OBJECTIVES

- 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.



**City of Cottage Grove
Fiscal Year 2017-18 Budget**

502-520 INDUSTRIAL PARK OPERATIONS

2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	DESCRIPTION	2016-17		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
139,688	93,536	128,400	41010 CARRYOVER	36,725	36,725	36,725
138	700	300	53200 INTEREST INCOME	15	15	15
42,334	126,925	0	54300 SALE OF PROPERTY	200,000	200,000	200,000
0	0	0	55001 TRANSFER FROM GENERAL FUND	25,500	25,500	25,500
182,160	221,162	128,700	TOTAL REVENUE	262,240	262,240	262,240
EXPENDITURES						
MATERIAL & SERVICES						
567	330	290	70100 AUDIT EXPENSE	0	0	0
15	54	75	71000 CONTRACTUAL SERVICES	75	75	75
28	0	500	71500 ELECTRICITY	500	500	500
0	0	500	73600 MISCELLANEOUS SUPPLIES	500	500	500
388	473	475	79900 ADMINISTRATIVE FEE	70	70	70
998	857	1,840	TOTAL MATERIALS & SERVICES	1,145	1,145	1,145
DEBT SERVICE						
55,000	60,000	65,000	90110-075 LOAN PRINCIPAL - LOCAP	0	0	0
32,600	30,575	28,075	90111-079 LOAN INTEREST - LOCAP	0	0	0
27	28	0	90116 LOCAP ADMINISTRATIVE FEE	0	0	0
87,627	90,604	93,075	TOTAL DEBT SERVICE	0	0	0
0	0	0	90217 TRANSFER TO DEBT SERVICE	61,095	61,095	61,095
0	0	33,785	99000 CONTINGENCY	200,000	200,000	200,000
93,536	129,701	0	99020 ENDING BALANCE	0	0	0
182,160	221,162	128,700	TOTAL EXPENDITURES	262,240	262,240	262,240