

CITY OF COTTAGE GROVE
ENTERPRISE FUNDS BUDGET SUMMARY

	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 ADOPTED
Water Fund				
Water Distribution	802,756	804,178	956,665	979,350
Water Production	552,948	557,267	626,740	674,140
Non-Departmental	279,892	284,148	779,120	644,410
Total Water Fund	1,635,596	1,645,593	2,362,525	2,297,900
Wastewater Fund				
Wastewater Collection	306,741	325,157	365,345	376,990
Wastewater Treatment Plant	692,007	666,330	777,855	763,120
Middlefield Golf Course	431,356	378,065	468,895	511,170
Non-Departmental	274,229	288,976	621,050	518,905
Total Wastewater Fund	1,704,333	1,658,528	2,233,145	2,170,185
Storm Drain Utility Fund	338,357	330,216	429,050	445,300
Industrial Park Operations Fund	91,460	93,480	262,240	395,100
Total Enterprise Funds	3,769,746	3,727,817	5,286,960	5,308,485



**City of Cottage Grove
Fiscal Year 2018-19 Budget**

**202-000 WATER FUND
REVENUE**

2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	DESCRIPTION	2018-19		
				PROPOSED	APPROVED	ADOPTED
525,725	557,011	627,365	41010 CARRYOVER	550,000	550,000	550,000
			CHARGES FOR SERVICES			
1,611,904	1,650,641	1,692,010	45010 SALE OF WATER	1,700,000	1,700,000	1,700,000
37,373	33,030	30,000	45020 SERVICE CONNECTION FEES	30,000	30,000	30,000
4,608	21,264	4,000	45030 INSTALLATION FEES	6,000	6,000	6,000
1,653,886	1,704,935	1,726,010	TOTAL CHARGES FOR SERVICES	1,736,000	1,736,000	1,736,000
2,700	6,294	3,000	53200 INTEREST INCOME	6,000	6,000	6,000
			MISCELLANEOUS REVENUE			
1,064	702	400	54010 CREDIT BUREAU	400	400	400
2,542	6,411	750	54050 AUCTION PROCEEDS	500	500	500
5,490	18,809	4,500	54060 MISCELLANEOUS REVENUE	4,500	4,500	4,500
1,200	850	500	54062 UTILITY NSF CHECK FEES	500	500	500
10,296	26,772	6,150	TOTAL MISCELLANEOUS REVENUE	5,900	5,900	5,900
2,192,606	2,295,012	2,362,525	TOTAL REVENUE	2,297,900	2,297,900	2,297,900



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

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

OPERATIONAL OBJECTIVES

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

BUDGET YEAR OBJECTIVES

- Support Ameresco's effort to analyze the economics of moving from fixed base water meters to automated water meters.
- Maintain water quality in the distribution system in compliance with Oregon Health Division standards including backflow device program.
- Provide for water distribution system maintenance, operations and repairs including periodic flushing, meter maintenance, leak detection, and repair.
- Provide water turn-on and turn-off services for customers.
- Provide waterline-locating services.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2017-18

- Replaced 300' of 6" iron water line along South 6th Street at Johnson Street.
- Continued partnership with South Lane County Fire and Rescue to install Storz fittings on the major port on fire hydrants.
- Went from 668 water payments by credit card in March 2017 to 1160 in March 2018 an increase of 31%.
- As of March 31, 2018 there were 260 people signed up for recurring credit card water payments and 188 people signed up for paperless billing.
- Repaired 5 water main line breaks.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2017-18

- 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 2015-16	Actuals 2016-17	Adopted 207-18	Adopted 2018-19
Utilities Clerk	0.53	0.53	0.53	0.53
Finance Clerk	0.18	0.21	0.21	0.20
PW & Development Director	0.25	0.25	0.16	0.16
Administrative Aide	0.83	0.83	0.83	0.83
City Engineer	0.21	0.21	0.21	0.21
Utilities Maint. Supervisor	0.50	0.50	0.50	0.50
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	7.21	7.12	7.11

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2014-15	Actual 2015-16	Actual 2016-17	Estimate 2017-18
<i>Provide customer high quality drinking water</i>	<i>Number of backflow devices</i>	1,430	1,471	1,473	1,500
	<i>Number of backflow inspections</i>	110	90	50	1,319
	<i>Number of service requests evaluated</i>	160	136	145	99
	<i>Number of repairs on distribution system</i>	107	102	85	41
<i>Provide contractors and public with pertinent information as it relates to water distribution system</i>	<i>Number of locates</i>	715	665	650	773
	<i>Promotion of "call before you dig" service</i>				
<i>Provide high quality service</i>	<i>Number of replaced meters</i>	75	34	90	133
	<i>Delinquent account shutoffs</i>	585	659	450	441
	<i>Water turn on/off requests</i>	1,026	1,268	1,258	1,102
	<i>Line leak checks</i>	107	120	143	157



DID YOU KNOW?

Water Distribution Facts:

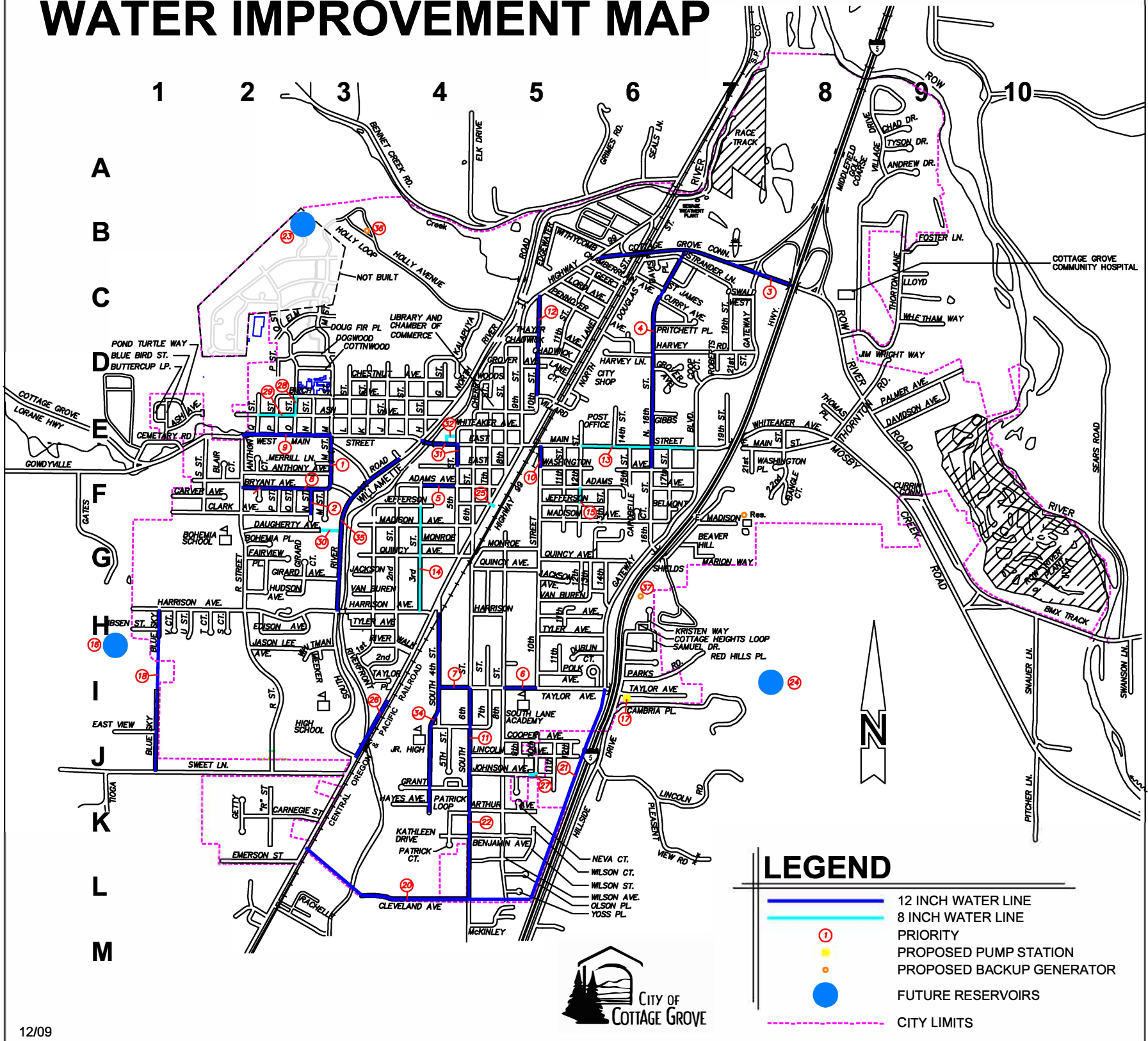
- Provides maintenance and operation of approximately 49.40 miles of water mains ranging in size from 2-inches to 18-inches in diameter.
- The water distribution system network contains two reservoirs with a storage capacity of 4.3 million gallons.
- Two pressure booster pump stations; Taylor Pump Station to serve customers on Taylor Avenue, Parks Road, Cambria Place and Holly Pump Station to serve Holly Avenue
- 460 fire hydrants within the distribution system (389 public and 67 private).
- There are 3,920 metered water service connections (3,815 active accounts as of April, 2018 billing and approximately 105 accounts idle).
- 45 fire service connections.
- One pressure regulating station
- There are 1,473 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 1,551.



Red Hills Housing Development water distribution line upgrade



WATER IMPROVEMENT MAP



12/09

WATER PROJECTS PROJECTED CAPITAL IMPROVEMENT NEEDS

Map No.	Project	Total Costs (4/2018 \$)	Map No.	Project	Total Costs (4/2018 \$)
1	12 inch on "M" St. from Main - Bryant	73,848		12" Valves	117,980
2	12" on "N" St. from Bryant - Clark	3,920	18	12" on Blue Sky from Harrison - Sweet Lane	209,532
3	12" on Cottage Grove Conn. From Hwy 99 to Row River Rd.	208,520	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.	385,553	20	12" on Cleveland Ave. from Hwy. 99 to I-5	389,473
5	12" on Washington Ave. from 3rd - 5th	59,053	21	12" along west side of I-5	350,147
6	12" on Taylor from 8th - 10th	52,098	22	12" on S. 6th from Grant - Cleveland	178,045
7	12" on Taylor from 4th - 6th	49,190	25	Jim's Tire (Replace 2" under Hwy 99) Completed FY 13-14	0
8	12" on Bryant from "R" - "M"	123,923	26	Hwy 99 from S. River Rd. to River Walk Subdivision	83,079
9	12" on Main St. from "R" - "M"	134,925	27	10th St. & Johnson Ave.	7,334
10	12" on 10th St. Washington - Main Completed FY 12-13	0	28	N. "O" St. from Ash - Birch	14,036
11	12" on 6th St. from Taylor - Grant	111,152	29	Ash Ave. from "O" - "Q" Completed FY 15-16	0
12	8" on 10th St. from Villard - Hwy. 99	112,290	30	Daugherty Ave. Loop	18,589
13	8" on Main St. from 12th St. to Gateway Blvd.	122,532	31	N. River Rd./Main St. across bridge to S. 5th St./Washington	254,549
14	8" on 3rd St. from Harrison - Jefferson Completed FY 13-14	0	32	Loop 8-inch at City Hall	35,154
15	8" on 12th St. from Jefferson - Adams	12,772	33	Replace 14 inch transmission main to Schwartz Park Completed FY 11-12	0
	8" Valves	23,014	34	Replace 10" AC line on S. 4th St. Portion Completed FY 15-16	397,313
16	New 3.1 MG Reservoir (West Side)	3,811,655	35	S. River Rd. from Nellis - Harrison	299,819
17	New Taylar St. Pump Station Completed FY 17-18	0	36	Backup generator at Holly Pump Station Completed FY 17-18	0
23	New 1.25 MG Reservoir (McFarland Butte)	1,537,029	37	Backup generator at Landess Pump Station Project Deleted	0
24	New 1.05 MG Reservoir (Knox Hill)	1,291,079			
	Add an addition 2 MGD Capacity to Water Treatment Plant	1,390,976			
	PROJECT IDENTIFIED ON MASTER PLAN BUDGETED THIS FISCAL YEAR				
				Yearly Program to upsize all water lines less than 8 inches in diameter to 8 inch pipe that not listed above	11,380,716

TOTAL OF ESTIMATED COSTS NOT FUNDED = \$23,239,295



**City of Cottage Grove
Fiscal Year 2018-19 Budget**

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

			2018-19			
2015-16	2016-17	2017-18	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
ACTUAL	ACTUAL	BUDGET				
PERSONNEL SERVICES						
18,808	21,507	23,150	60240 UTILITIES CLERK - 0.53 FTE	26,500	26,500	26,500
5,154	6,093	7,465	60250 FINANCE CLERK -0.20 FTE	7,695	7,695	7,695
23,177	23,880	14,615	60299 PUBLIC WORKS/DEVEL. DIRECTOR - 0.16 FTE	15,690	15,690	15,690
21,178	38,578	40,160	60410 ADMINISTRATIVE AIDE - 0.83 FTE	37,165	37,165	37,165
15,088	0	0	60420 CLERICAL ASSISTANT - 0.00 FTE	0	0	0
16,821	17,437	17,995	60430 CITY ENGINEER - 0.21 FTE	18,405	18,405	18,405
35,662	37,092	38,020	60440 UTILITIES MAINT. SUPERVISOR - 0.50 FTE	36,160	36,160	36,160
28,904	30,062	31,030	60450 FLEET & FACILITIES MANAGER - 0.40 FTE	31,740	31,740	31,740
227,170	214,350	232,535	60480 UTILITY MAINTENANCE WORKER - 4.28 FTE	233,290	233,290	233,290
988	1,067	4,800	61100 OVERTIME	4,800	4,800	4,800
11,475	6,401	9,100	62010 WORKERS' COMPENSATION	8,420	8,420	8,420
394	391	820	62020 UNEMPLOYMENT	850	850	850
29,163	29,287	31,350	62030 FICA	35,520	35,520	35,520
220	184	190	63010 LIFE INSURANCE	200	200	200
68,508	63,535	78,625	63020 RETIREMENT	78,305	78,305	78,305
1,970	2,005	2,105	63030 DISABILITY INSURANCE	2,110	2,110	2,110
134,265	131,963	138,585	63040 HEALTH INSURANCE	147,450	147,450	147,450
0	0	2,720	63050 DEFERRED COMPENSATION	2,650	2,650	2,650
638,945	623,831	673,265	TOTAL PERSONNEL SERVICES	686,950	686,950	686,950
MATERIALS AND SERVICES						
23,887	34,472	60,000	71000 CONTRACTUAL SERVICES	60,000	60,000	60,000
1,452	1,489	1,500	71210 CLOTHING ALLOWANCE	2,000	2,000	2,000
22,057	22,433	22,000	71500 ELECTRICITY	35,000	35,000	35,000
6,622	6,690	7,500	71520 TELEPHONE	7,500	7,500	7,500
1,368	1,487	2,000	71530 NATURAL GAS	2,000	2,000	2,000
7,778	8,852	15,000	71540 FUEL & LUBRICANTS	12,000	12,000	12,000
1,663	1,692	1,800	71560 COMMUNICATIONS SERVICE	2,000	2,000	2,000
539	4,509	4,500	71700 BUILDING MAINT. & REPAIR	4,500	4,500	4,500
12,327	12,585	18,500	71710 EQUIPMENT MAINT. & REPAIR	18,500	18,500	18,500
4,821	6,771	10,000	71720 VEHICLE MAINT. & REPAIR	12,500	12,500	12,500
0	0	400	71730 RADIO MAINT. & REPAIR	400	400	400
0	0	500	72000 COMPUTER SERVICE & SUPPLIES	500	500	500
508	108	700	72010 OFFICE SUPPLIES	500	500	500
7,545	8,080	20,000	72100 MINOR EQUIPMENT & TOOLS	15,000	15,000	15,000
0	392	5,000	72120 EQUIP. RENTAL & LEASE	5,000	5,000	5,000
939	685	1,500	72400 LAB TESTS & SUPPLIES	1,500	1,500	1,500
0	0	1,000	72410 TREATMENT CHEMICALS	1,000	1,000	1,000
1,968	2,581	2,000	72510 SAFETY EQUIPMENT	3,000	3,000	3,000
1,047	1,511	1,500	72600 CLEANING SUPPLIES	1,500	1,500	1,500
5,581	6,272	10,000	73000 SAND & GRAVEL	10,000	10,000	10,000
511	264	3,000	73010 ASPHALT & CONCRETE	3,000	3,000	3,000
29,455	34,728	55,000	73100 WATER PIPE & APPURTENACES	55,000	55,000	55,000
11,577	2,126	15,000	73110 HYDRANTS	15,000	15,000	15,000
12,164	14,254	15,000	73120 WATER METERS	15,000	15,000	15,000
9,691	8,365	10,000	73600 MISC. SUPPLIES & EXPENSE	10,000	10,000	10,000
310	0	0	74100 PROFESSIONAL ASSOCIATION DUES	0	0	0
163,811	180,347	283,400	TOTAL MATERIALS AND SERVICES	292,400	292,400	292,400
802,756	804,178	956,665	TOTAL EXPENDITURES	979,350	979,350	979,350



DEPARTMENT: WATER PRODUCTION**OVERVIEW**

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

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

DEPARTMENT OPERATIONAL OBJECTIVES

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

The Department 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 the Water Production Department 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 transferring and 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 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 on expansion of the Row River WTP.
- Work with the City's consultants on development of a Water Management and Conservation Plan and a Water System Master Plan.
- 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.
- Research land opportunities to acquire future finished water pumping/storage facilities.

- **MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2017-18**

- 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 Aluminum Tilt Bed trailer for transporting diesel riding lawn mower.
- Participated in “Block Party at the Park” held in Coiner Park.
- Removed/Repaired/Re-Installed RRWTP Raw Water Mixing Pump.
- Conducted a Chlorine Contact Time Tracer study for the Oregon Health Authority.
- Increased SCADA computer graphics screens to display & monitor booster pump stations.
- Staff attended Oregon Water Utility Council monthly meetings.
- 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.
- Installed a new office computer and printer.
- Installed new radios for communication with finished water booster pump stations.
- Staff attended various training workshops dealing with water treatment plant operations.
- Installed new telephone paging systems for notification of system alarms.
- The water system received “Outstanding Performer” award by The Oregon Health Authority.
- Department staff worked short 1 full time employee for an extended period of time.
- Hired one addition full time employee – Water Treatment Plant Operator-in-Training.
- Installed hot water supply to Potassium Permanganate chemical feed mixing tank.
- Began work with consultant on a Water Management and Conservation Plan.
- Installed a pump discharge flow meter at Holly Avenue Booster Pump Station.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2017-18

- No significant changes being proposed.

FULL-TIME EQUIVALENT POSITIONS

Position	Adopted 2015-16	Adopted 2016-17	Adopted 2017-18	Adopted 2018-19
Public Works Director	0.15	0.15	0.15	0.09
Administrative Aide	0.05	0.05	0.05	0.15
Clerical Assistant	0.10	0.10	0.10	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
	<u>3.78</u>	<u>3.78</u>	<u>3.78</u>	<u>3.39</u>

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2015	Actual 2016	Actual 2017	Estimate 2018
Meet EPA's drinking water standards	Potable Water Produced (million gallons per year)	469	452	455	460
	Number of Consumer Confidence Reports distributed	4,521	4,292	4,384	4,400
Number of Sampling & Testing Performed					
Daily: (WTP)					
	Turbidity of filtered water every 4 hours	1,255	1,263	1,301	1,300
Daily: (EP)					
	Chlorine residual	365	366	365	365
	pH	365	366	365	365
	Temperature	365	366	365	365
Weekly: (DS)					
	Bacteriological 4 per week	208	208	206	212
	Chlorine residual	208	208	206	212
Monthly: (RWS)					
	Total and E.coli Bacteriological	12	12	16	22
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 2015	Actual 2016	Actual 2017	Estimate 2018
Meet EPA's drinking water standards	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	8	8	8	8
	Holacetic Acids	10	10	10	10
	Every 3 years: (EP)				
	Synthetic Organic Chemicals	Due 2017	Due 2017	96	Due 2020
	Radionuclides - Gross Alpha	1	Due 2018	Due 2018	1
	Every 3 years: (DS)				
	Lead	39	Due 2018	Due 2018	40
	Cooper	39	Due 2018	Due 2018	40
	pH	14	Due 2018	Due 2018	14
	Every 6 years: (DS)				
	None Due	None Due	None Due	None Due	None Due
	Every 9 years: (EP)				
	Radionuclides - Radium 226/228	2	Due 2024	Due 2024	Due 2024
	Radionuclides - Uranium	1	Due 2024	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.
- The water system received "Outstanding Performer" status by the Oregon Health Authority during its' 5 year cycle inspection in 2017.



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



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

**City of Cottage Grove
Fiscal Year 2018-19 Budget**

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

2018-19

2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
PERSONNEL SERVICES						
13,906	14,328	8,220	60299 PUBLIC WORKS/DEVEL. DIRECTOR - 0.09 FTE	8,830	8,830	8,830
3,395	6,979	7,285	60410 ADMINISTRATIVE AIDE - 0.15 FTE	6,860	6,860	6,860
3,143	0	0	60420 CLERICAL ASSISTANT - 0.00 FTE	0	0	0
4,005	4,152	4,285	60430 CITY ENGINEER - 0.05 FTE	4,385	4,385	4,385
3,613	3,758	3,880	60450 FLEET & FACILITIES MANAGER - 0.05 FTE	3,975	3,975	3,975
70,364	73,176	75,550	60460 WATER PRODUCTION SUPERVISOR - 1.0 FTE	77,285	77,285	77,285
117,462	121,634	124,335	60480 UTILITY MAINTENANCE WORKER - 2.05 FTE	172,820	172,820	172,820
3,900	5,425	5,500	61100 OVERTIME	5,500	5,500	5,500
8,169	4,303	5,670	62010 WORKERS' COMPENSATION	5,335	5,335	5,335
220	230	460	62020 UNEMPLOYMENT	470	470	470
16,332	17,297	17,525	62030 FICA	20,080	20,080	20,080
112	94	95	63010 LIFE INSURANCE	110	110	110
41,183	42,674	57,195	63020 RETIREMENT	57,950	57,950	57,950
1,090	1,145	1,145	63030 DISABILITY INSURANCE	1,150	1,150	1,150
78,205	79,151	74,890	63040 HEALTH INSURANCE	70,900	70,900	70,900
0	0	2,155	63050 DEFERRED COMPENSATION	2,190	2,190	2,190
365,100	374,346	388,190	TOTAL PERSONNEL SERVICES	437,840	437,840	437,840
MATERIALS AND SERVICES						
14,480	14,276	15,000	71000 CONTRACTUAL SERVICES	15,000	15,000	15,000
81,366	84,839	85,000	71500 ELECTRICITY	85,000	85,000	85,000
10,602	10,886	13,000	71520 TELEPHONE	13,000	13,000	13,000
2,070	2,638	5,000	71540 FUEL & LUBRICANTS	5,000	5,000	5,000
440	447	450	71560 COMMUNICATIONS SERVICE	500	500	500
3,316	3,166	5,500	71700 BUILDING MAINT. & REPAIR	5,000	5,000	5,000
15,902	13,327	22,000	71710 EQUIPMENT MAINT. & REPAIR	20,000	20,000	20,000
774	966	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
0	1,487	1,500	72000 COMPUTER SERVICE & SUPPLIES	1,500	1,500	1,500
45	251	500	72010 OFFICE SUPPLIES	500	500	500
781	773	1,800	72100 MINOR EQUIPMENT & TOOLS	2,000	2,000	2,000
0	0	1,000	72120 EQUIPMENT RENTAL & LEASE	1,000	1,000	1,000
0	735	1,500	72300 BUILDING SUPPLIES	1,500	1,500	1,500
14,476	9,992	25,000	72400 LAB TESTS & SUPPLIES	25,000	25,000	25,000
41,783	37,751	55,000	72410 TREATMENT CHEMICALS	55,000	55,000	55,000
0	135	300	72510 SAFETY EQUIPMENT	300	300	300
1,813	1,249	3,000	73600 MISC. SUPPLIES & EXPENSE	3,000	3,000	3,000
187,848	182,921	238,550	TOTAL MATERIALS AND SERVICES	236,300	236,300	236,300
552,948	557,267	626,740	TOTAL EXPENDITURES	674,140	674,140	674,140

FUND: ENTERPRISE

FUND/DEPARTMENT #: 202-295

DEPARTMENT: WATER NON-DEPARTMENTAL

OVERVIEW

The purpose of the Water Non-Departmental 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

- Department pays 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.
- Department pays for a portion of membership and program funding for Coast Fork Willamette Watershed WATERS program.
- 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.
- Department pays fees to the Oregon Health Authority/DWS for Water System Surveys.
- The department provides funding for utility billing printing and mailing costs.
- The department provides 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.
- Department pays 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 the Water Production Department and the Water Distribution Departments.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2017-18

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

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2017-18

- No significant budget changes proposed.

**City of Cottage Grove
Fiscal Year 2018-19 Budget**

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

2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	DESCRIPTION	2018-19		
				PROPOSED	APPROVED	ADOPTED
MATERIALS & SERVICES						
96	582	500	70030 ADVERTISING	1,000	1,000	1,000
299	402	750	70040 CONSUMER CONFIDENCE REPORT	750	750	750
4,790	5,714	6,030	70100 AUDIT EXPENSE	6,000	6,000	6,000
31,935	36,128	37,130	70400 INSURANCE & BONDS	38,000	38,000	38,000
0	250	505	71012 EMAIL & WEB SERVICES	500	500	500
986	226	1,200	71600 POSTAGE	1,200	1,200	1,200
13,355	11,983	13,500	71610 UTILITY BILLING POSTAGE	13,500	13,500	13,500
8,292	7,131	9,000	72000 COMPUTER PROGRAMS & SUPPLIES	5,000	5,000	5,000
1,504	2,226	3,000	72010 OFFICE SUPPLIES	3,000	3,000	3,000
508	716	750	72030 BOOKS, MAPS & PERIODICALS	1,000	1,000	1,000
0	0	1,500	72100 MINOR EQUIPMENT-TOOLS	1,000	1,000	1,000
0	6,595	200	73600 MISCELLANEOUS SUPPLIES	500	500	500
50	50	5,500	74000 PROGRAM FEES & DUES	2,500	2,500	2,500
5,076	4,928	7,500	74100 PROFESSIONAL ASSOCIATION DUES	7,500	7,500	7,500
3,460	2,915	7,500	74200 EDUCATION & REGISTRATION FEES	5,000	5,000	5,000
2,265	2,750	3,000	74210 TRAVEL & SUBSISTENCE	3,000	3,000	3,000
310	419	1,000	74300 EMPLOYEE MEDICAL EXAMS & TESTS	1,000	1,000	1,000
0	2,750	1,750	76133 WATERSHED COUNCIL	2,500	2,500	2,500
70,874	70,954	68,935	79900 ADMINISTRATION FEE	68,950	68,950	68,950
20,000	20,000	20,000	79910 ENGINEERING SERVICE FEES	20,000	20,000	20,000
163,800	176,721	189,250	TOTAL MATERIALS & SERVICES	181,900	181,900	181,900
CAPITAL OUTLAY						
0	892	0	84010 WORK EQUIPMENT	0	0	0
0	892	0	TOTAL CAPITAL OUTLAY	0	0	0
DEBT SERVICE						
2,577	2,531	0	90110-081 LOAN PAYMENT - PERS UAL	0	0	0
13,441	13,929	0	90111-083 LOAN INTEREST PAYMENT - PERS UAL	0	0	0
75	75	0	90115-000 LOAN TRUSTEE FEES	0	0	0
16,092	16,535	0	TOTAL DEBT SERVICE	0	0	0
TRANSFERS						
0	0	17,420	90217 TRANSFER TO DEBT SERVICE	18,310	18,310	18,310
100,000	90,000	250,000	90232 TRANSFER TO WATER RESERVE FUND	100,000	100,000	100,000
100,000	90,000	267,420	TOTAL TRANSFERS	118,310	118,310	118,310
0	0	322,450	99000 CONTINGENCY	344,200	344,200	344,200
0	0	0	99010 UNAPPROPRIATED ENDING BALANCE	0	0	0
0	0	0	99020 ENDING BALANCE	0	0	0
557,011	0	322,450	TOTAL ENDING BALANCE	344,200	344,200	344,200
836,902	284,148	779,120	TOTAL EXPENDITURES	644,410	644,410	644,410
2,192,606	1,645,593	2,362,525	TOTAL WATER FUND EXPENDITURES	2,297,900	2,297,900	2,297,900

**City of Cottage Grove
Fiscal Year 2018-19 Budget**

**302-000 WASTEWATER FUND
REVENUE**

2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	DESCRIPTION	2018-19		
				PROPOSED	APPROVED	ADOPTED
219,071	272,339	399,865	41010 CARRYOVER	315,000	315,000	315,000
1,393,797	1,446,749	1,509,995	45040 WASTEWATER DISP USER CHARGES	1,530,000	1,530,000	1,530,000
197,816	167,909	190,000	45044 GOLF COURSE FEES	190,000	190,000	190,000
39,739	30,383	32,000	45045 PRO SHOP	32,000	32,000	32,000
49,791	39,018	42,000	45046 CLUB/CART RENTALS	42,000	42,000	42,000
36,003	28,276	31,000	45047 DELI SALES	31,000	31,000	31,000
11,943	11,943	11,945	45049 CG HOSPITAL MOWING FEES	11,945	11,945	11,945
1,729,089	1,724,277	1,816,940	TOTAL CHARGES FOR SERVICE	1,836,945	1,836,945	1,836,945
1,252	2,880	1,500	53200 INTEREST REVENUE	2,500	2,500	2,500
			MISCELLANEOUS REVENUE			
1,064	702	600	54010 CREDIT BUREAU	600	600	600
12,010	12,016	1,000	54050 AUCTION PROCEEDS	1,000	1,000	1,000
4,246	4,459	2,500	54060 MISCELLANEOUS REVENUE	2,500	2,500	2,500
9,940	10,740	10,740	54250 RENTAL PROPERTY REVENUE	11,640	11,640	11,640
27,260	27,917	14,840	TOTAL MISCELLANEOUS REVENUE	15,740	15,740	15,740
1,976,671	2,027,414	2,233,145	TOTAL REVENUE	2,170,185	2,170,185	2,170,185



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 2017-18

- Replaced lateral sewer line serving the Community Center and Library.
- Replaced 200 feet of failed sewer lateral and collector lines.
- In 2017-18 Public Works crews video inspected 3,153 ft of sewer lines.

FULL-TIME EQUIVALENT POSITIONS

<i>Position</i>	Actual 2015-16	Actual 2016-17	Adopted 2017-18	Adopted 2018-19
Utilities Clerk	0.42	0.42	0.42	0.42
Finance Clerk	0.17	0.20	0.20	0.20
PW & Development Director	0.15	0.15	0.16	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	3.07	3.08	3.08

PERFORMANCE MEASUREMENT

<i>Strategy</i>	<i>Measure</i>	Actual 2013-14	Actual 2014-15	Actual 2015-16	Actual 2016-17
<i>Provide a safe and effective conveyance of wastewater</i>	<i>No. of service requests evaluated</i>	45	40	70	70
	<i>No. of plugged sewer mains</i>	25	30	28	45
	<i>No. of lateral lines repaired</i>	6	8	39	15
	<i>No. of sewer spills reported</i>	0	0	0	0



DID YOU KNOW?

Wastewater Collection Facts:

- The Department maintains approximately 45.95 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.
- 22 new sewer connections were made to the existing sewer system and 6 sewer laterals were repaired this year.
- There are a total of 3,631 sewer customers served by the City's sanitary sewer collection system.

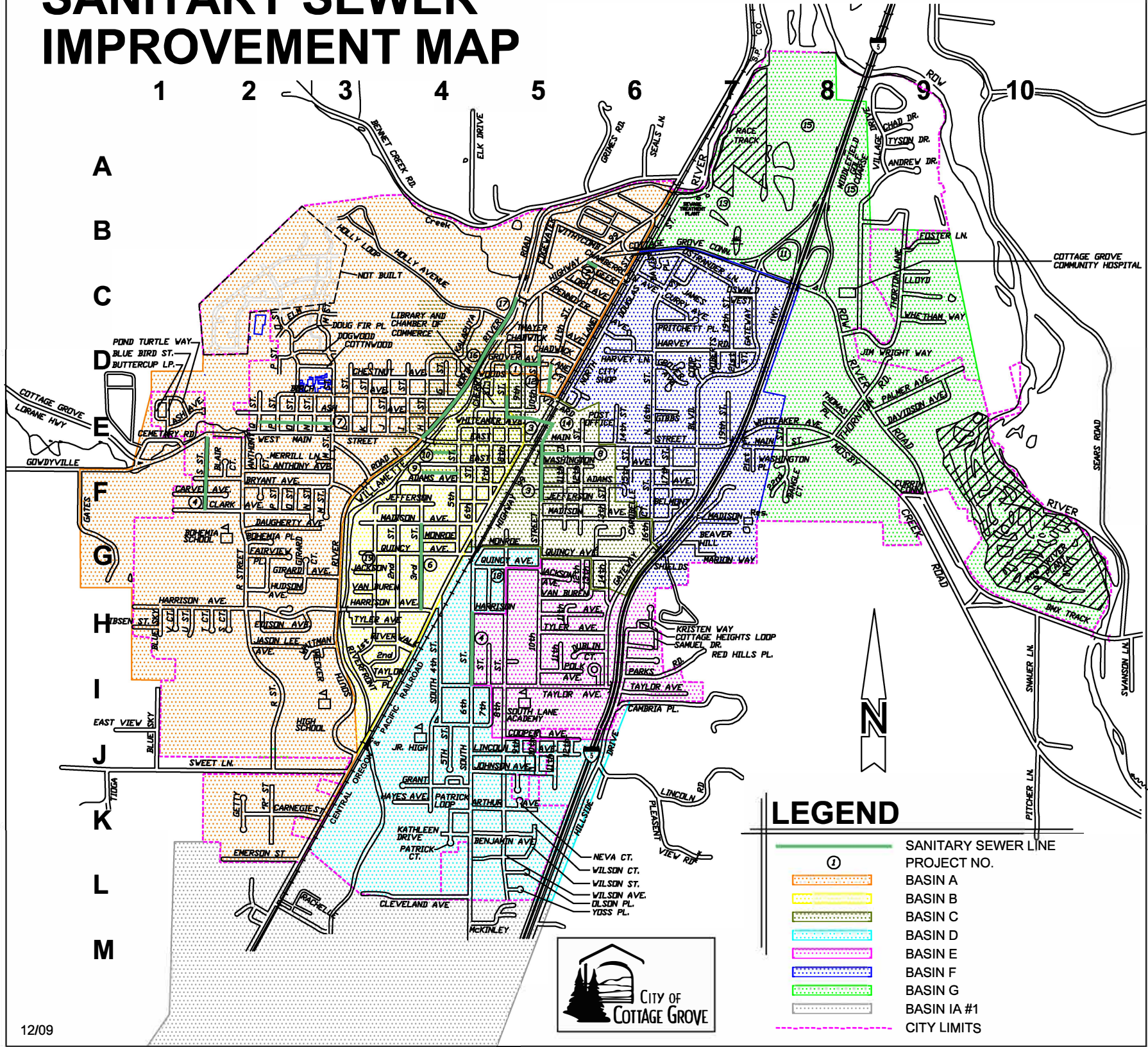


Sewer Line at 1049 E Adams Street



New sewer line at Community Center

SANITARY SEWER IMPROVEMENT MAP



12/09

SANITARY SEWER PROJECTS PROJECTED CAPITAL IMPROVEMENT NEEDS

Map No.	Project	Total Costs (4/2018 \$)	Map No.	Project	Total Costs (4/2018 \$)
1	Intersection at Grover Ave. and 8th St. to Intersection at Chadwick Ave. and 10th St.	462,436	7	Alley (Main & Ash) from "M" St. to "Q" St.	166,664
2	Intersection at Chamberlain Ave. and 11th St. to Intersection at N. Goshen Hwy..	89,781	8	Alley (Main & Washington) from S. 10th to Corner Park- Completed FY 12-13	0
3	10th St. from Jefferson Ave. to Main St. across SPRR to N. of intersection 8th St. & Gibbs	1,123,530	9	Alley (Washington & Adams) from 3rd St. to 5th St.	116,463
4	Along 6th St. between Taylor Ave.. and Harrison Ave..	358,872	10	Alley (East Main to Washington)	117,348
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin A	93,069	11	Exit 174 irrigation for reuse effluent	75,871
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin B	852,036	12	Lane St. & 10 St.	210,923
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin C	979,247	13	Backup effluent pump with vault	148,202
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin D	338,134	14	Trailhead Park Sewer Relocation	49,190
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin E	328,903	15	Drainage Projects at Golf Course	8,093
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin F	32,625	16	N. River Road (Main to Holly)	186,011
	Inflow/Infiltration Corrective Work	390,864	17	N. River Road (Holly to Woodson)	54,754
5	Digester Modifications- Completed FY 11-12	0	18	704 Quincy	21,244
6	South 3rd St. from Madison Ave. to Harrison Ave. Completed FY 13-14	0	19	635 South 1st	31,866
				Portion Completed FY 15-16	
				Miscellaneous Projects including CCTV inspections	1,517,429
				PROJECT IDENTIFIED ON MASTER PLAN BUDGETED THIS FISCAL YEAR	
				PROJECT IDENTIFIED ON MASTER PLAN	

TOTAL OF ESTIMATED COSTS NOT FUNDED = \$7,753,555



**City of Cottage Grove
Fiscal Year 2018-19 Budget**

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

2018-19

2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
PERSONNEL SERVICES						
14,904	17,043	18,345	60240 UTILITIES CLERK - 0.42 FTE	21,000	21,000	21,000
4,867	5,754	7,050	60250 FINANCE CLERK - 0.20 FTE	7,270	7,270	7,270
13,906	14,328	14,615	60299 PUBLIC WORKS/DEVEL. DIRECTOR - 0.16 FTE	15,690	15,690	15,690
11,369	18,721	19,445	60410 ADMINISTRATIVE AIDE - 0.40 FTE	18,405	18,405	18,405
6,287	0	0	60420 CLERICAL ASSISTANT - 0.00 FTE	0	0	0
8,811	9,133	9,425	60430 CITY ENGINEER - 0.11 FTE	9,640	9,640	9,640
12,125	12,611	12,930	60440 UTILITIES MAINT. SUPERVISOR - 0.17 FTE	12,300	12,300	12,300
10,839	11,273	11,640	60450 FLEET & FACILITIES MANAGER - 0.15 FTE	11,905	11,905	11,905
78,970	72,471	78,575	60480 UTILITY MAINTENANCE WORKER - 1.47 FTE	79,010	79,010	79,010
327	346	2,000	61100 OVERTIME	2,000	2,000	2,000
3,789	2,348	3,285	62010 WORKERS' COMPENSATION	3,050	3,050	3,050
163	162	350	62020 UNEMPLOYMENT	355	355	355
12,064	12,128	13,315	62030 FICA	15,260	15,260	15,260
91	76	80	63010 LIFE INSURANCE	100	100	100
27,550	25,325	32,475	63020 RETIREMENT	32,610	32,610	32,610
794	804	860	63030 DISABILITY INSURANCE	870	870	870
55,461	53,725	57,060	63040 HEALTH INSURANCE	60,350	60,350	60,350
0	0	995	63050 DEFERRED COMPENSATION	975	975	975
262,317	256,249	282,445	TOTAL PERSONNEL SERVICES	290,790	290,790	290,790
MATERIALS AND SERVICES						
6,266	27,099	25,000	71000 CONTRACTUAL SERVICES	25,000	25,000	25,000
491	736	750	71210 CLOTHING ALLOWANCE	750	750	750
929	1,350	1,500	71500 ELECTRICITY	2,000	2,000	2,000
6,952	6,973	8,500	71520 TELEPHONE	7,500	7,500	7,500
1,046	1,137	1,500	71530 NATURAL GAS	1,500	1,500	1,500
4,206	4,836	9,000	71540 FUEL & LUBRICANTS	8,000	8,000	8,000
1,109	1,128	1,200	71560 COMMUNICATIONS SERVICE	1,200	1,200	1,200
550	950	1,000	71700 BUILDING MAINT. & REPAIR	1,000	1,000	1,000
8,383	9,368	9,000	71710 EQUIPMENT MAINT. & REPAIR	9,000	9,000	9,000
500	2,926	1,500	71720 VEHICLE MAINT. & REPAIR	1,500	1,500	1,500
0	0	500	71730 RADIO MAINT. & REPAIR	500	500	500
0	0	250	72000 COMPUTER SERVICE & SUPPLIES	500	500	500
107	0	0	72010 OFFICE SUPPLIES	250	250	250
5,495	4,800	11,700	72100 MINOR EQUIPMENT & TOOLS	10,000	10,000	10,000
0	81	1,000	72120 EQUIPMENT RENTAL & LEASE	1,000	1,000	1,000
1,218	1,166	1,500	72510 SAFETY EQUIPMENT	2,000	2,000	2,000
778	1,009	1,000	72600 CLEANING SUPPLIES	1,000	1,000	1,000
1,397	1,562	2,500	73000 SAND & GRAVEL	2,500	2,500	2,500
176	137	1,000	73010 ASPHALT & CONCRETE	1,000	1,000	1,000
825	814	2,000	73200 SEWER PIPE	5,000	5,000	5,000
3,997	2,837	2,500	73600 MISC. SUPPLIES & EXPENSE	5,000	5,000	5,000
44,424	68,908	82,900	TOTAL MATERIALS AND SERVICES	86,200	86,200	86,200
306,741	325,157	365,345	TOTAL EXPENDITURES	376,990	376,990	376,990



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

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

OPERATIONAL OBJECTIVES

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

BUDGET YEAR OBJECTIVES

- Continue to operate and maintain treatment site facilities and equipment to meet governing standards.
- Continue to provide treated reuse water for irrigation to Middlefield Golf Course in greater quantities than last year.
- Complete design and build an effluent storage facility and irrigation system to utilize all the treated effluent during the discharge restricted months.
- Work with Ameresco to analyze energy saving opportunities for the facility.
- Contract with an engineering firm to assist City staff with the renewal of the NPDES permit.
- Analyze bio-solids for future treatment upgrades to improve bio-solid disposal.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2017-18

- Promoted Eric Schroeder to Wastewater Treatment Plant Superintendent.
- Hired an Operator-In-Training to fill a vacant position to complete approved staffing level.
- West Yost Associates completed the pre-design for a new 29 acre feet storage lagoon and expanded effluent irrigation system.
- West Yost completed an operation analysis of the treatment plant recommending upgrades.

FULL-TIME EQUIVALENT POSITIONS

<i>Position</i>	Actual 2015-16	Actual 2016-17	Adopted 2017-18	Adopted 2018-19
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
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

<i>Strategy</i>	<i>Measure</i>	Actual 2014-15	Actual 2015-16	Actual 2016-17	Actual 2017	Estimate 2018
<i>Meet EPA's & DEQ's treatment and discharge standards</i>	<i>Millions of gallons treated per year</i>	848.7	668.0	830.1	839.8	850.0
	<i>Dry tone of bio-solids disposed</i>	201.5	176	177	199.7	210
	<i>Permit Violations</i>	0	0	5	1	0



DID YOU KNOW?

Wastewater Treatment Facts:

- The Wastewater Treatment Plant is an activated sludge process. The plant is designed to reduce pollutant discharges, thermal loading, and nutrients to the Coast Fork Willamette River, which impact the ecology of the stream by reducing dissolved oxygen. The plant was designed and operates under a DEQ permit to allow summer discharges to be used as reuse irrigation water on the Middlefield Golf Course and other identified sites.
- Additional treatment parameters including reductions in phosphorous, ammonia, temperature and chlorine levels have been added to the City's discharge permit.
- To protect the environment, reduce the potential for treatment failures resulting in fines and to improve maintenance schedules the WWTP has redundancy in digestion, secondary clarification, disinfection and residual processing.
- The plant's peak instantaneous flow is 13 million gallons/day (MGD).
- Typical WWTP dry weather flow = 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 2018-19 Budget**

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

2018-19

2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
PERSONNEL SERVICES						
7,417	7,641	8,220	60299 PUBLIC WORKS/DEVEL. DIRECTOR - 0.08 FTE	8,830	8,830	8,830
3,076	5,612	5,845	60410 ADMINISTRATIVE AIDE - 0.12 FTE	5,575	5,575	5,575
2,200	0	0	60420 CLERICAL ASSISTANT - 0.00 FTE	0	0	0
3,613	3,758	3,880	60450 FLEET & FACILITIES MANAGER - 0.05 FTE	3,975	3,975	3,975
70,364	13,397	68,035	60470 WW TREATMENT PLANT SUPERVISOR - 1.0 FTE	69,050	69,050	69,050
153,092	177,978	182,525	60480 UTILITY MAINTENANCE WORKER - 3.05 FTE	158,510	158,510	158,510
1,626	613	4,000	61100 OVERTIME	4,000	4,000	4,000
8,181	4,492	7,045	62010 WORKERS' COMPENSATION	6,055	6,055	6,055
242	209	550	62020 UNEMPLOYMENT	490	490	490
17,778	15,605	20,850	62030 FICA	22,560	22,560	22,560
128	93	120	63010 LIFE INSURANCE	125	125	125
48,696	42,842	57,525	63020 RETIREMENT	54,860	54,860	54,860
1,236	1,093	1,445	63030 DISABILITY INSURANCE	1,310	1,310	1,310
76,721	60,208	82,585	63040 HEALTH INSURANCE	92,250	92,250	92,250
0	0	130	63050 DEFERRED COMPENSATION	130	130	130
394,370	333,541	442,755	TOTAL PERSONNEL SERVICES	427,720	427,720	427,720
MATERIALS AND SERVICES						
5,481	8,154	9,000	71000 CONTRACTUAL SERVICES	0	0	0
0	1,064	1,000	71210 CLOTHING ALLOWANCE	1,500	1,500	1,500
106,621	104,976	110,000	71500 ELECTRICITY	116,500	116,500	116,500
7,132	7,235	7,500	71520 TELEPHONE	7,500	7,500	7,500
626	909	900	71530 NATURAL GAS	900	900	900
894	3,350	5,500	71540 FUEL & LUBRICANTS	5,000	5,000	5,000
782	954	1,200	71700 BUILDING MAINT. & REPAIR	3,500	3,500	3,500
29,793	29,907	35,000	71710 EQUIPMENT MAINT. & REPAIR	35,000	35,000	35,000
0	58	500	71720 VEHICLE MAINT. & REPAIR	500	500	500
385	1,078	1,000	72100 MINOR EQUIPMENT & TOOLS	2,500	2,500	2,500
348	0	0	72030 BOOKS-MAPS-PERIODICALS	0	0	0
450	2,021	2,000	72120 EQUIPMENT RENTAL & LEASE	2,000	2,000	2,000
16,123	15,746	15,000	72400 LAB TESTS & SUPPLIES	15,000	15,000	15,000
74,464	94,545	82,000	72410 TREATMENT CHEMICALS	86,000	86,000	86,000
50,477	56,573	60,000	72435 BIOSOLIDS DISPOSAL	55,000	55,000	55,000
422	272	500	72600 CLEANING SUPPLIES	500	500	500
3,638	5,945	4,000	73600 MISC. SUPPLIES & EXPENSE	4,000	4,000	4,000
297,637	332,789	335,100	TOTAL MATERIALS AND SERVICES	335,400	335,400	335,400
692,007	666,330	777,855	TOTAL EXPENDITURES	763,120	763,120	763,120

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

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

OPERATIONAL OBJECTIVES

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

BUDGET YEAR OBJECTIVES

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

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2017-18

- Hosted 5 community golf tournaments.
- Hosted Cottage Grove High School golf teams for practice and tournaments.
- Increased visibility, promoting the Course through the use of Groupon and radio advertisements, resulting in increased revenues.
- Remodeled the men's restroom in the Pro Shop.
- Cross-trained finance staff to fill-in at the Pro Shop as necessary.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2017-18

- None



FULL TIME EQUIVALENT POSITIONS

Position	Adopted 2014-15	Adopted 2015-16	Adopted 2016-17	Adopted 2017-18	Adopted 2018-19
Community Service:	0.15	0.15	0.15	0.00	0.00
Pro Shop Manager	1.00	1.00	1.00	1.00	1.00
Pro Shop Assistant	1.45	1.45	1.45	1.45	1.63
Golf Course Superintendent	1.00	1.00	1.00	1.00	1.00
Groundskeeper Reg. Part-Time Wrk	3.00	2.77	2.77	3.23	3.23
	<u>6.60</u>	<u>6.37</u>	<u>6.37</u>	<u>6.68</u>	<u>6.86</u>

PERFORMANCE MEASUREMENTS

Strategy	Measure	ACTUAL 2014-15	ACTUAL 2015-16	ACTUAL 2016-17	YTD 2017-18
<i>Use reuse water for irrigation purposes</i>	<i>Total Number of gallons applied</i>	25.2 MG	33.2 MG	27.8 MG	40.785 MG
<i>Provide facility for community golf programs and tournaments annually</i>	<i>No. of tournaments</i>	14	14	9	5
	<i>No. of annual memberships</i>	90	89	65	51
	<i>Weekday Rounds</i>	5,324	6,386	4,119	4,743
	<i>Weekend Rounds</i>	3,572	3,133	1,633	2,730
	<i>Member Rounds</i>	7,712	7,891	4,908	5,119
	<i>Comp. Rounds</i>	904	918	472	905
	Total Rounds	<u>17,512</u>	<u>18,328</u>	<u>11,132</u>	<u>13,497</u>
	<i>Attendance at Golf Camp</i>	30	30	30	30
	<i>No. of High School Golf Events</i>	9	8	4	5
<i>Increase Sales to support operations & maintenance</i>	<i>Clubs/Cart rental</i>	\$ 46,572	\$ 49,791	\$ 28,038	\$ 34,865
	<i>Deli Shop revenue</i>	\$ 41,131	\$ 36,003	\$ 20,675	\$ 22,829
	<i>Pro Shop revenue</i>	\$ 32,196	\$ 39,738	\$ 21,908	\$ 27,198
		<u>\$ 119,899</u>	<u>\$ 125,532</u>	<u>\$ 70,621</u>	<u>\$ 84,892</u>

**City of Cottage Grove
Fiscal Year 2018-19 Budget**

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

2018-19

2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
PERSONNEL SERVICES						
12,052	0	0	60475 COMMUNITY SERVICES DIRECTOR - 0.00 FTE	0	0	0
45,128	46,920	48,095	60476 GOLF SHOP MANAGER - 1.0 FTE	49,200	49,200	49,200
26,455	24,861	32,210	60477 GOLF SHOP ASSISTANT - 1.63 FTE	37,395	37,395	37,395
57,836	49,765	59,945	60478 GOLF COURSE SUPERINTENDENT - 1.0 FTE	65,115	65,115	65,115
61,900	53,999	70,655	61010 GROUNDSKEEPER/REG. PT. WORK - 3.23 FTE	95,630	95,630	95,630
0	0	400	61100 OVERTIME	400	400	400
2,578	1,519	3,015	62010 WORKERS' COMPENSATION	3,340	3,340	3,340
204	172	425	62020 UNEMPLOYMENT	495	495	495
15,442	13,586	16,165	62030 FICA	21,430	21,430	21,430
71	50	55	63010 LIFE INSURANCE	75	75	75
17,400	11,721	21,705	63020 RETIREMENT	25,225	25,225	25,225
635	542	615	63030 DISABILITY INSURANCE	620	620	620
37,932	26,980	27,075	63040 HEALTH INSURANCE	28,050	28,050	28,050
0	0	485	63050 DEFERRED COMPENSATION	495	495	495
277,633	230,114	280,845	TOTAL PERSONNEL SERVICES	327,470	327,470	327,470
MATERIALS AND SERVICES						
5,910	7,207	6,000	70030 ADVERTISING	6,000	6,000	6,000
3,896	5,884	5,000	71000 CONTRACTUAL SERVICES	7,500	7,500	7,500
2,598	2,598	700	71020 LICENSES & PERMITS	700	700	700
173	240	1,000	71210 CLOTHING ALLOWANCE	1,000	1,000	1,000
22,914	19,247	25,000	71500 ELECTRICITY	20,000	20,000	20,000
7,235	7,364	7,500	71520 TELEPHONE	7,500	7,500	7,500
1,328	1,272	1,200	71530 NATURAL GAS	1,200	1,200	1,200
9,276	6,144	12,000	71540 FUEL & LUBRICANTS	10,000	10,000	10,000
735	0	0	71580 FERTILIZER	0	0	0
1,636	1,342	7,000	71700 BUILDING MAINT. & REPAIR	7,500	7,500	7,500
16,285	27,422	25,000	71710 EQUIPMENT MAINT. & REPAIR	25,000	25,000	25,000
103	0	800	71720 VEHICLE MAINT. & REPAIR	500	500	500
3,076	335	1,500	72000 COMPUTER SERVICE & SUPPLIES	1,500	1,500	1,500
371	149	600	72010 OFFICE SUPPLIES	600	600	600
0	0	200	72030 BOOKS, MAPS & PERIODICALS	200	200	200
2,310	1,083	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
1,795	347	1,500	72200 LANDSCAPING SUPPLIES	1,500	1,500	1,500
9,870	5,748	7,500	72320 IRRIGATION PARTS & SUPPLIES	7,500	7,500	7,500
10,902	10,781	20,000	72330 SUPPLIES/PRO SHOP INVENTORY	20,000	20,000	20,000
24,070	19,359	22,000	72340 SUPPLIES/DELI FOOD	20,000	20,000	20,000
15,799	15,534	20,000	72430 CHEMICALS/FERTILIZER	20,000	20,000	20,000
928	906	1,500	72600 CLEANING SUPPLIES	1,500	1,500	1,500
2,431	5,291	5,500	73000 SOIL/SAND/GRAVEL	6,500	6,500	6,500
6,625	7,381	6,000	73600 MISC. SUPPLIES & EXPENSE	6,000	6,000	6,000
2,514	2,170	3,600	74100 PROFESSIONAL ASSOC. DUES	2,500	2,500	2,500
730	132	1,200	74200 EDUCATION & REGISTRATION FEES	2,000	2,000	2,000
212	0	1,750	74210 TRAVEL & SUBSISTENCE	2,000	2,000	2,000
0	15	1,000	76000 ANIMAL CONTROL	2,000	2,000	2,000
153,723	147,951	188,050	TOTAL MATERIALS AND SERVICES	183,700	183,700	183,700
431,356	378,065	468,895	TOTAL EXPENDITURES	511,170	511,170	511,170



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 2018-19 Budget**

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

			2018-19			
2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
MATERIALS & SERVICES						
1,289	370	1,500	70030 ADVERTISING	1,500	1,500	1,500
5,022	6,016	6,350	70100 AUDIT EXPENSE	6,350	6,350	6,350
46,329	61,787	51,565	70400 INSURANCE & BONDS	60,000	60,000	60,000
1,593	705	1,000	71000 CONTRACTUAL SERVICES	1,000	1,000	1,000
0	150	605	71012 EMAIL & WEB SERVICES	600	600	600
86	128	250	71600 POSTAGE	250	250	250
4,341	4,553	5,000	71610 UTILITY BILLING POSTAGE	5,000	5,000	5,000
6,348	5,601	6,500	72000 COMPUTER PROGRAMS & SUPPLIES	5,000	5,000	5,000
484	560	1,000	72010 OFFICE SUPPLIES	1,000	1,000	1,000
0	103	300	72030 BOOKS, MAPS & PERIODICALS	300	300	300
0	0	1,500	72100 MINOR EQUIPMENT-TOOLS	1,500	1,500	1,500
8,192	8,192	8,500	73220 NDPES DISCHARGE PERMIT	8,500	8,500	8,500
50	50	1,000	74000 PROGRAM FEES & DUES	1,000	1,000	1,000
1,886	2,723	2,500	74100 PROFESSIONAL ASSOCIATION DUES	3,000	3,000	3,000
2,093	1,632	3,000	74200 EDUCATION & REGISTRATION FEES	2,500	2,500	2,500
1,035	881	1,000	74210 TRAVEL & SUBSISTENCE	1,000	1,000	1,000
98	494	600	74300 EMPLOYEE MEDICAL EXAMS & TESTS	600	600	600
720	630	1,000	76010 RODENT CONTROL	1,000	1,000	1,000
0	0	1,800	76133 WATERSHED COUNCIL	2,500	2,500	2,500
70,870	71,011	69,000	79900 ADMINISTRATION FEE	68,700	68,700	68,700
20,000	20,000	20,000	79910 ENGINEERING SERVICE FEES	20,000	20,000	20,000
170,436	185,586	183,970	TOTAL MATERIALS & SERVICES	191,300	191,300	191,300
CAPITAL OUTLAY						
0	892	0	84010 WORK EQUIPMENT	0	0	1
0	892	0	TOTAL CAPITAL OUTLAY	0	0	1
DEBT SERVICE						
1,781	1,750	0	90110-081 LOAN PAYMENT - PERS UAL	0	0	0
40,000	40,000	0	90110-091 LOAN PAYMENT - LOCAP GOLF	0	0	0
16,190	17,141	0	90110-092 LOAN PAYMENT - GOLF & HOUSE	0	0	0
9,290	9,627	0	90111-083 LOAN INTEREST PAYMENT - PERS UAL	0	0	0
22,638	21,038	0	90111-093 LOAN INTEREST PAYMENT - LOCAP GOLF	0	0	0
13,823	12,872	0	90111-094 LOAN INTEREST PAYMENT - GOLF & HOUSE	0	0	0
52	52	0	90115 LOAN TRUSTEE FEES	0	0	0
19	19	0	90116 LOCAP ADMINISTRATION FEE	0	0	0
103,792	102,498	0	TOTAL DEBT SERVICE	0	0	0
0	0	106,415	90217 TRANSFER TO DEBT SERVICE	106,075	106,075	106,075
0	0	50,000	90235 TRANSFER TO WASTEWATER RESERVE FUND	30,000	30,000	30,000
0	0	280,665	99000 CONTINGENCY	191,530	191,530	191,530
272,339	0	0	99020 ENDING BALANCE	0	0	0
546,567	288,976	621,050	TOTAL EXPENDITURES	518,905	518,905	518,905
1,976,671	1,658,528	2,233,145	TOTAL WASTEWATER FUND EXPENDITURES	2,170,185	2,170,185	2,170,185

PUBLIC WORKS & DEVELOPMENT

STORM DRAIN UTILITY

OVERVIEW

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

OPERATIONAL OBJECTIVES

- Complete minor repairs to the system infrastructure
- Clean storm drainage mainlines, catch basins, inlets and drainage channels
- Respond to underground locate requests and identify underground utilities
- Separate cross connections (storm water connected to sanitary sewer) when possible and reconnect to appropriate system.
- Complete and Adopt Low Impact Design Standards for onsite storm drainage treatment.
- Pipe Burst 30" storm drain line draining McDonald's Truck Parking Lot.

FULL-TIME EQUIVALENT POSITIONS

<i>Position</i>	Actual 2015-16	Actual 2016-17	Adopted 2017-18	Adopted 2018-19
Utilities Clerk	0.05	0.06	0.05	0.05
Finance Clerk	0.05	0.05	0.06	0.06
PW & Development Director	0.07	0.07	0.10	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	1.93	1.96	1.96

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2013-14	Actual 2014-15	Actual 2015-16	Actual 2016-17
<i>Provide an effective conveyance of storm water</i>	<i>No. of service requests evaluated</i>	15	10	10	12
	<i>No. of plugged storm mains</i>	8	3	50	5
	<i>Feet of drainage channels cleaned</i>	250'	80'	180'	225'

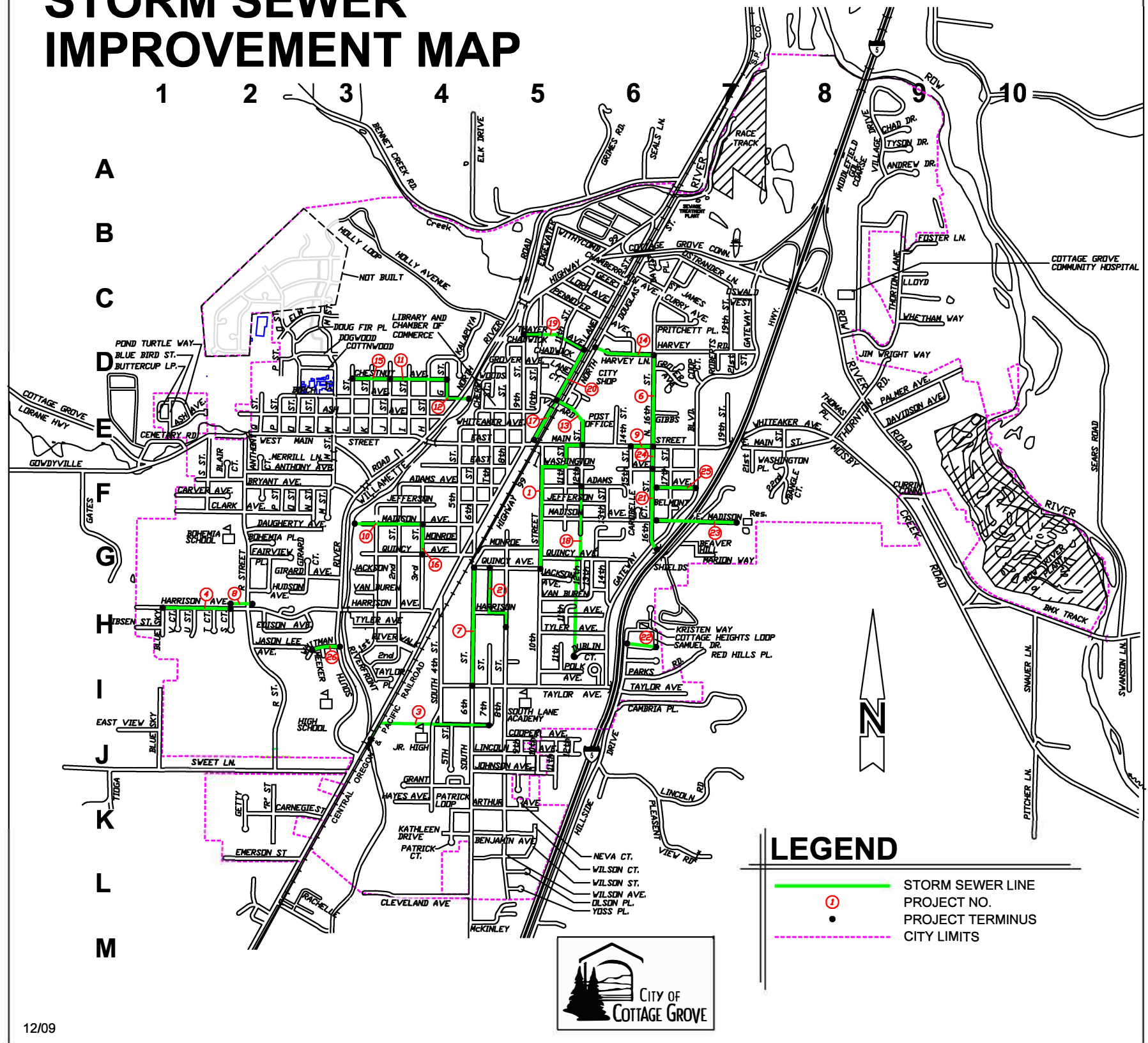


DID YOU KNOW?

Storm Drainage Facts:

- The Department maintains approximately 30.89 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



12/09

STORM DRAINAGE PROJECTS PROJECTED CAPITAL IMPROVEMENT NEEDS

Map No.	Project	Total Costs (4/2017 \$)	Map No.	Project	Total Costs (4/2017 \$)
1	Along 10th St. & Washington Ave. Between Quincy Ave. & Main St. Completed FY 12-13	0	14	Along Harvey Rd. between N. 16th and Hwy. 99	733,850
2	Along S. 8th St. between Harrison Ave. & Quincy Ave. Completed FY14-15	0	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	1,197,321	16	Along S. 3rd St. between Quincy Ave. and Madison Ave. Completed FY 13-14	0
4	- Drive and S. "S" St.	433,074	17	Along Hwy. 99 from Whiteaker Ave. to Villard Ave.	537,065
5	Along Quincy Ave. between S. 8th St. and S. 10th St. Completed FY 11-12	0	18	Along S. 12th St. between Dublin and Adams Ave.	1,893,020
6	Along N. 16th St. between Main St. & Harvey Rd.	1,137,018	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 Quincy Ave.	749,849	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.	240,596	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.	127,621	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	553,310	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.	433,074	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	266,194	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.	979,615	26	Along Jason Lee Ave. from Whitmain Blv to the Coast Fork of Willamette River	389,016
				N. Regional Park Ditch Cleaning	592,323
				Miscellaneous Projects	1,353,740

PROJECT IDENTIFIED ON MASTER PLAN
BUDGETED THIS FISCAL YEAR

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



**City of Cottage Grove
Fiscal Year 2018-19 Budget**

402-420 STORM DRAIN UTILITY

2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	DESCRIPTION	2018-19		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
149,920	101,835	89,235	41010 CARRYOVER	84,000	84,000	84,000
287,222	314,749	339,015	45050 STORM DRAINAGE FEES	360,000	360,000	360,000
448	1,130	500	53200 INTEREST INCOME	1,000	1,000	1,000
237	156	100	54010 CREDIT BUREAU	100	100	100
1,857	2,079	0	54050 AUCTION PROCEEDS	0	0	0
509	1,535	200	54060 MISCELLANEOUS REVENUE	200	200	200
440,192	421,484	429,050	TOTAL REVENUE	445,300	445,300	445,300
EXPENDITURES						
PERSONNEL SERVICES						
1,774	2,029	2,185	60240 UTILITIES CLERK - 0.05 FTE	2,505	2,505	2,505
1,432	1,692	2,075	60250 FINANCE CLERK - 0.06 FTE	2,155	2,155	2,155
6,490	6,686	9,135	60299 PUBLIC WORKS/DEVEL. DIRECTOR - 0.10 FTE	9,810	9,810	9,810
3,182	6,068	6,325	60410 ADMINISTRATIVE AIDE - 0.13 FTE	6,010	6,010	6,010
2,515	0	0	60420 CLERICAL ASSISTANT - 0.00 FTE	0	0	0
6,408	6,643	6,855	60430 CITY ENGINEER - 0.08 FTE	7,015	7,015	7,015
7,132	7,418	7,605	60440 UTILITIES MAINT. SUPERVISOR - 0.10 FTE	7,235	7,235	7,235
5,781	6,013	6,210	60450 FLEET & FACILITIES MANAGER - 0.08 FTE	6,350	6,350	6,350
72,223	70,644	75,710	60480 UTILITY MAINTENANCE WORKER -1.36 FTE	73,895	73,895	73,895
354	278	900	61100 OVERTIME PAY	900	900	900
3,665	1,972	2,855	62010 WORKERS' COMPENSATION	2,550	2,550	2,550
107	108	235	62020 UNEMPLOYMENT	235	235	235
7,961	8,070	8,950	62030 FICA	9,980	9,980	9,980
58	49	55	63010 LIFE INSURANCE	75	75	75
18,782	17,945	22,970	63020 RETIREMENT	22,435	22,435	22,435
537	555	600	63030 DISABILITY INSURANCE	600	600	600
34,952	37,281	41,840	63040 HEALTH INSURANCE	43,735	43,735	43,735
0	0	820	63050 DEFERRED COMPENSATION	790	790	790
173,354	173,450	195,325	TOTAL PERSONNEL SERVICES	196,275	196,275	196,275
MATERIALS & SERVICES						
723	746	935	70100 AUDIT EXPENSE	950	950	950
4,430	4,867	5,760	70400 INSURANCE & BONDS	6,500	6,500	6,500
1,618	5,519	10,000	71000 CONTRACTUAL SERVICES	10,000	10,000	10,000
0	200	155	71012 EMAIL & WEB SERVICES	250	250	250
405	379	1,000	71500 ELECTRICITY	1,000	1,000	1,000
1,588	1,722	2,000	71520 TELEPHONE	2,000	2,000	2,000
523	569	1,000	71530 NATURAL GAS	1,000	1,000	1,000
1,401	1,622	2,500	71540 FUEL & LUBRICANTS	2,500	2,500	2,500
515	524	550	71560 COMMUNICATIONS SERVICE	550	550	550
0	10	100	71600 POSTAGE	100	100	100
1,620	1,654	1,850	71610 UTILITY BILLING POSTAGE	2,000	2,000	2,000
81	365	800	71700 BUILDING MAINT. & REPAIR	800	800	800
1,415	3,108	2,500	71710 EQUIPMENT MAINT. & REPAIR	2,500	2,500	2,500
213	782	900	71720 VEHICLE MAINT. & REPAIR	1,000	1,000	1,000
2,324	3,057	3,500	72000 COMPUTER SERVICE & SUPPLIES	2,000	2,000	2,000
26	14	100	72010 OFFICE SUPPLIES	100	100	100
1,439	4,142	11,500	72100 MINOR EQUIPMENT & TOOLS	10,000	10,000	10,000
0	72	1,000	72120 EQUIPMENT RENTAL & LEASE	1,000	1,000	1,000
157	164	200	72600 CLEANING SUPPLIES	200	200	200
921	1,141	2,000	73000 SAND & GRAVEL	2,000	2,000	2,000
320	165	2,000	73010 ASPHALT & CONCRETE	2,000	2,000	2,000
0	527	1,000	73200 SEWER PIPE	2,000	2,000	2,000
3,074	1,900	2,800	73600 MISCELLANEOUS SUPPLIES	2,800	2,800	2,800
0	0	1,100	74000 PROGRAM FEES AND DUES	1,000	1,000	1,000

**City of Cottage Grove
Fiscal Year 2018-19 Budget**

402-420 STORM DRAIN UTILITY

2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	DESCRIPTION	2018-19		
				PROPOSED	APPROVED	ADOPTED
19,570	19,913	20,860	79900 ADMINISTRATIVE FEE	19,750	19,750	19,750
20,000	20,000	20,000	79910 ENGINEERING FEES	20,000	20,000	20,000
62,363	73,162	96,110	TOTAL MATERIALS & SERVICES	94,000	94,000	94,000
			CAPITAL OUTLAY			
0	892	0	84010 WORK EQUIPMENT	0	0	0
0	892	0	TOTAL CAPITAL OUTLAY	0	0	0
			DEBT SERVICE			
423	415	0	90110-081 LOAN PAYMENT - PERS UAL	0	0	0
2,205	2,285	0	90111-083 LOAN INTEREST PAYMENT - PERS UAL	0	0	0
12	12	0	90115 LOAN TRUSTEE FEES	0	0	0
2,640	2,712	0	TOTAL DEBT SERVICE	0	0	0
0	0	2,860	90217 TRANSFER TO DEBT SERVICE	3,005	3,005	3,005
100,000	80,000	70,000	90236 TRANSFER TO STORM DRAINAGE RESERVE	70,000	70,000	70,000
0	0	64,755	99000 CONTINGENCY	82,020	82,020	82,020
101,835	80,000	0	99020 ENDING BALANCE	0	0	0
440,192	330,216	429,050	TOTAL EXPENDITURES	445,300	445,300	445,300

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 (lot 1).
- 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 2018-19 Budget**

502-520 INDUSTRIAL PARK OPERATIONS

2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	DESCRIPTION	2018-19		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
93,536	129,701	36,725	41010 CARRYOVER	110,000	110,000	110,000
700	503	15	53200 INTEREST INCOME	100	100	100
126,925	0	200,000	54300 SALE OF PROPERTY	285,000	285,000	285,000
0	0	25,500	55001 TRANSFER FROM GENERAL FUND	0	0	0
221,162	130,204	236,740	TOTAL REVENUE	395,100	395,100	395,100
EXPENDITURES						
MATERIAL & SERVICES						
330	325	0	70100 AUDIT EXPENSE	0	0	0
54	0	75	71000 CONTRACTUAL SERVICES	75	75	75
0	0	500	71500 ELECTRICITY	500	500	500
0	0	500	73600 MISCELLANEOUS SUPPLIES	0	0	0
473	80	70	79900 ADMINISTRATIVE FEE	35	35	35
857	405	1,145	TOTAL MATERIALS & SERVICES	610	610	610
DEBT SERVICE						
60,000	65,000	0	90110-075 LOAN PRINCIPAL - LOCAP	0	0	0
30,575	28,075	0	90111-079 LOAN INTEREST - LOCAP	0	0	0
28	0	0	90116 LOCAP ADMINISTRATIVE FEE	0	0	0
90,604	93,075	0	TOTAL DEBT SERVICE	0	0	0
0	0	61,095	90217 TRANSFER TO DEBT SERVICE	49,715	49,715	49,715
0	0	200,000	99000 CONTINGENCY	344,775	344,775	344,775
129,701	0	0	99020 ENDING BALANCE	0	0	0
221,162	93,480	262,240	TOTAL EXPENDITURES	395,100	395,100	395,100