

City of Cottage Grove Fiscal Year 2022-23 Budget

ENTERPRISE FUNDS BUDGET SUMMARY

FUND/DEPARTMENT	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 BUDGET	FY 2022-23 ADOPTED
Water Fund				
Water Distribution	985,739	1,082,643	1,258,115	1,320,875
Water Production	693,279	640,934	687,395	756,475
Internal Support Department	1,031,419	989,695	814,390	459,050
Total Water Fund	2,710,437	2,713,272	2,759,900	2,536,400
Wastewater Fund				
Wastewater Collection	423,601	469,446	532,095	582,740
Wastewater Treatment Plant	762,647	805,820	793,670	938,660
Middlefield Golf Course	477,315	550,363	702,035	801,770
Internal Support Department	1,021,214	1,119,376	1,048,040	561,975
Total Wastewater Fund	2,684,777	2,945,005	3,075,840	2,885,145
Storm Drain Utility Fund	567,154	607,838	583,600	486,600
Industrial Park Operations Fund	223,754	119,083	875,300	885,100
Total Enterprise Funds	6,186,122	6,385,198	7,294,640	6,793,245



City of Cottage Grove Fiscal Year 2022-23 Budget

WATER FUND: Revenue 202-000

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	2022-23 PROPOSED	2022-23 APPROVED	2022-23 ADOPTED
789,745	715,510	850,000	41010 CARRYOVER	580,000	580,000	580,000
			CHARGES FOR SERVICES			
1,794,158	1,885,395	1,850,000	45010 SALE OF WATER	1,900,000	1,900,000	1,900,000
30,290	30,805	30,000	45020 SERVICE CONNECTION FEES	30,000	30,000	30,000
23,960	30,095	15,000	45030 INSTALLATION FEES	15,000	15,000	15,000
1,848,408	1,946,295	1,895,000	TOTAL CHARGES FOR SERVICES	1,945,000	1,945,000	1,945,000
40,149	2,482	0	51120 FEDERAL GRANT			
17,001	5,355	9,000	53200 INTEREST INCOME	5,000	5,000	5,000
			MISCELLANEOUS REVENUE			
51	142	100	54010 CREDIT BUREAU	100	100	100
0	17,673	1,000	54050 AUCTION PROCEEDS	1,000	1,000	1,000
12,190	25,363	4,500	54060 MISCELLANEOUS REVENUE	5,000	5,000	5,000
550	450	300	54062 UTILITY NSF CHECK FEES	300	300	300
0	2	0	54067 CREDIT CARD CONVENIENCE FEE	0	0	0
2,343	0	0	54070 INSURANCE PROCEEDS	0	0	0
15,135	43,630	5,900	TOTAL MISCELLANEOUS REVENUE	6,400	6,400	6,400
2,670,288	2,713,272	2,759,900	TOTAL REVENUE	2,536,400	2,536,400	2,536,400



WATER DISTRIBUTION

FUND/DEPARTMENT #: 202-220

OVERVIEW

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

DEPARTMENT OPERATIONAL OBJECTIVES

- Prompt and responsive water service turn-on and turn-offs.
- Conduct leak and consumption checks.
- Perform regular water main line flushing to maintain water quality.
- Maintain accurate Utility billing service.
- Responsible for water meter installation, repair and replacement.
- Timely and accurate utility locating service for underground facilities.
- Administration of a backflow prevention program.
- Investigation of water quality and pressure problems.
- Oversee water conservation and loss control efforts.

FOCUS AND GOALS – FISCAL YEAR 2022-23

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

PRIMARY ACCOMPLISHMENTS – FISCAL YEAR 2021-22

- Installed 1 automated line flushers on dead end water distribution lines to improve chlorine levels and lower water temperatures.
- Continued partnership with South Lane County Fire and Rescue to install Storz fittings on the major port on fire hydrants.
- Installed 32 new water meters.
- Replaced water main line on Polk.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2021-22

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

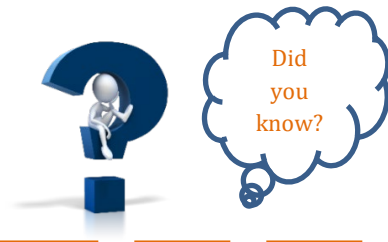
ENTERPRISE FUND – WATER DISTRIBUTION

PERSONNEL

POSITION	GROUP	SALARY RANGE	2021 FTE	2022 FTE	2023 FTE
Public Works & Dev. Director	Exempt	\$99,048-\$126,408	0.16	0.16	0.16
City Engineer	Exempt	\$81,252-\$103,704	0.21	0.21	0.10
Fleet & Facilities Manager	Exempt	\$73,524-\$93,828	0.40	0.40	0.40
Utilities Maintenance Supervisor	Exempt	\$73,524-\$93,828	0.49	0.49	0.49
Payroll-HR Specialist	Exempt	\$63,504-\$81,060	0.00	0.20	0.20
Utility Maintenance Worker 1, 2 & 3	Laborers	\$44,940-\$68,472	5.48	5.97	5.97
Utility Billing Specialist	General	\$45,948-\$58,632	0.53	0.53	0.53
Building Permit Specialist/Code Comp	General	\$45,948-\$58,632	0.00	0.20	0.20
Finance Clerk	Exempt	\$18.83-\$24.03/hr	0.32	0.38	0.33
Administrative Aide	General	\$39,468-\$50,376	0.83	0.63	0.63
Temporary Worker	Exempt	\$13.50/hr	0.00	0.30	0.28
TOTAL FULL-TIME EQUIVALENT			8.42	9.47	9.29

PERFORMANCE MEASUREMENTS

Strategy	Measure	Actual 2018-19	Actual 2019-20	Actual 2020-21	Estimate 2021-22
<i>Provide customer high quality drinking water</i>	<i>Number of backflow devices</i>	1,620	1,620	1,749	1,750
	<i>Number of backflow inspections</i>	1,535	1,540	1,749	1,750
	<i>Number of repairs on distribution system</i>	5	2	5	4
<i>Provide contractors and public with pertinent information as it relates to water distribution system</i>	<i>Number of locates</i>	850	860	782	750
	<i>Promotion of "call before you dig" service</i>				
<i>Provide high quality service</i>	<i>Number of replaced meters</i>	110	1,246	10	10
	<i>Delinquent account shutoffs</i>	450	372	270	260
	<i>Water turn on/off requests</i>	1,250	1,165	750	745
	<i>Line leak checks</i>	240	228	160	150



Water Distribution Facts:

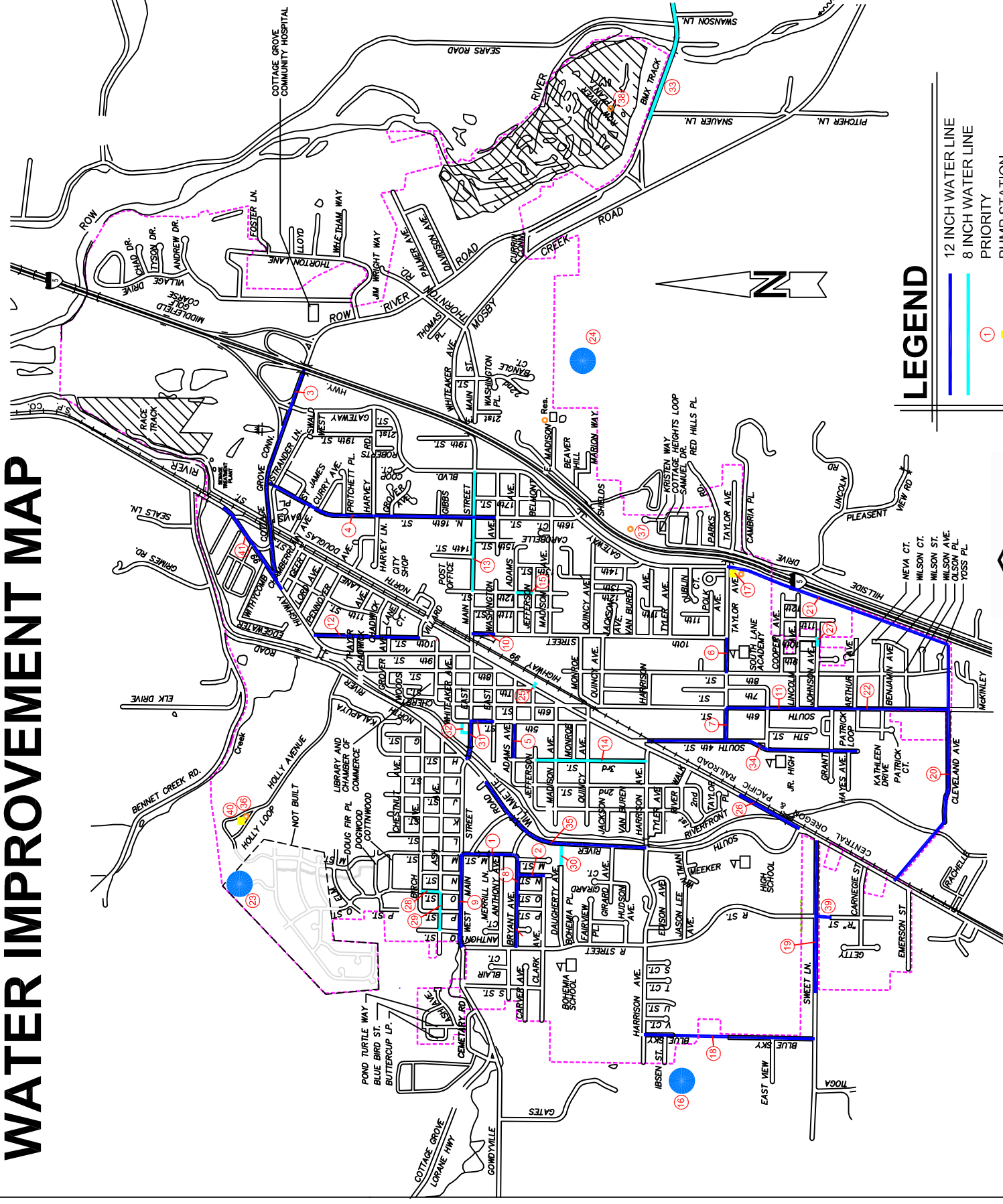
- ❖ Provides maintenance and operation of approximately 49 miles of water mains ranging in size from 2 inches to 18 inches in diameter.
- ❖ The water distribution system network contains two reservoirs with a storage capacity of 4.3 million gallons.
- ❖ Two pressure booster pump stations: Taylor Pump Station to serve customers on Taylor Avenue, Parks Road, and Cambria Place and Holly Pump Station to serve Holly Avenue
- ❖ 461 fire hydrants within the distribution system (394 public and 67 private).
- ❖ There are 4,048 metered water service connections (3,913 active accounts as of February, 2022 billing and approximately 135 accounts idle).
- ❖ 47 fire service connections.
- ❖ One pressure regulating station
- ❖ There are 1,664 private backflow devices throughout the municipal water system. There are an additional 85 devices on city buildings and parks water services, for a total of 1,749.



Utility crew moving water mainline for Harrison Apartments project



WATER IMPROVEMENT MAP



WATER PROJECTS PROJECTED CAPITAL IMPROVEMENT NEEDS

Map No.	Project	Total Costs (5/2022 \$)	Map No.	Project	Total Costs (5/2022 \$)
1	12 inch on "M" St. from Main - Bryant	87,529	22	12" on S. 6th from Grant - Cleveland	211,029
2	12" on "N" St. from Bryant - Clark	4,646	23	New 1.25 MG Reservoir (McFarland Butte)	1,821,772
3	12" on Cottage Grove Conn. From Hwy 99 to Row River Rd.	247,149	24	New 1.05 MG Reservoir (Knox Hill)	1,530,259
4	12" on 16th St. from Cottage Grove Conn. to Washington Ave.	456,979	25	\$200,000 budgeted FY 22-23 Am's Fire (Replace 2" water Hwy 99) Completed FY 13-14	0
5	12" on Washington Ave. from 3rd - 5th	69,993	26	Hwy 99 from S. River Rd. to River Walk Subdivision	98,470
6	12" on Taylor from 8th - 10th	61,750	27	10th St. & Johnson Ave.	8,693
7	12" on Taylor from 4th - 6th Completed FY 20-21	0	28	N. "O" St. from Ash - Birch	16,637
8	12" on Bryant from "R" - "M"	146,881	29	Ash Ave. from "O" - "Q" Completed FY 15-16	0
9	12" on Main St. from "R" - "M"	159,920	30	Daugherty Ave. Loop	22,032
10	12" on 16th St. Washington - Main Completed FY 12-13	0	31	N. River Rd./Main St. across bridge to S. 5th St. Washington	301,705
11	12" on 6th St. from Taylor - Grant	131,743	32	Loop 8-inch at City Hall	41,666
12	8" on 10th St. from Villard - Hwy. 99	133,092	33	Replace 14-inch transmission main to Schwartz Park Completed FY 11-12	0
13	8" on Main St. from 12th St. to Gateway Blvd.	145,232	34	Replace 10" AC line on S. 4th St. Portion Completed FY 15-16 Remaining Portion Completed FY 20-21	0
14	8" on 3rd St. from Harrison - Jefferson Completed FY 13-14	0	35	12" S. River Rd. from Nellis - Harrison	355,362
15	8" on 12th St. from Jefferson - Adams	15,138	36	Backup generator at Holly Pump Station Completed FY 17-18	0
16	New 3.1 MG Reservoir (West Side)	4,517,785	37	Backup generator at Leades Pump Station Project Deleted	0
17	New Taylor St. Pump Station Completed FY 17-18	0	38	Add an additional 2 MGD Capacity to Water Treatment Plant Portion Completed FY 19-20 Remaining Portion Completed FY 20-21	0
18	12" on Blue Sky from Harrison - Sweet Lane	248,349	39	South R Street Extension from Sweet Lane to Industrial Park	60,517
19	12" on Sweet Lane from Hwy 99 to Blue Sky Dr. Completed FY 11-12	0	40	Upgrade Holly Pump Station	113,948
20	12" on Cleveland Ave. from Hwy. 99 to I-5	461,626	41	Water Upgrades on Hwy 99 from Koffee Cup to Riverside Apartments	250,000
21	12" along west side of I-5	415,013			

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

TOTAL OF ESTIMATED COSTS NOT FUNDED = \$25,623,971

13,489,057



City of Cottage Grove Fiscal Year 2022-23 Budget

WATER FUND: Water Distribution 202-220

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	FTE	2022-23 PROPOSED	2022-23 APPROVED	2022-23 ADOPTED
PERSONNEL SERVICES							
0	0	13,865	60215 PAYROLL/HR SPECIALIST	0.20	14,935	14,935	14,935
27,126	27,934	29,050	60240 UTILITIES BILLING SPECIALIST	0.53	25,165	25,165	25,165
7,896	10,665	16,775	60250 FINANCE CLERK	0.33	12,855	12,855	12,855
17,190	18,310	19,000	60299 PUBLIC WORKS/DEVEL. DIRECTOR	0.16	20,315	20,315	20,315
0	0	8,600	60317 BLDG PERMIT SPCLST/CODE COMPL	0.20	9,575	9,575	9,575
39,080	40,852	29,390	60410 ADMINISTRATIVE AIDE	0.63	32,035	32,035	32,035
19,187	20,060	20,365	60430 CITY ENGINEER	0.10	10,890	10,890	10,890
35,487	38,032	41,250	60440 UTILITIES MAINT. SUPERVISOR	0.49	49,985	49,985	49,985
27,257	31,722	34,400	60450 FLEET & FACILITIES MANAGER	0.40	37,535	37,535	37,535
283,059	303,294	365,000	60480 UTILITY MAINTENANCE WORKER	5.97	396,395	396,395	396,395
0	0	7,960	61000 TEMPORARY WORKERS	0.28	7,780	7,780	7,780
2,289	3,403	4,900	61100 OVERTIME		4,900	4,900	4,900
10,503	5,789	12,550	62010 WORKERS' COMPENSATION		7,000	7,000	7,000
460	496	1,160	62020 UNEMPLOYMENT		7,160	7,160	7,160
34,365	37,087	50,105	62030 FICA		52,515	52,515	52,515
190	203	225	63010 LIFE INSURANCE		225	225	225
85,542	92,658	148,200	63020 RETIREMENT		155,150	155,150	155,150
1,812	1,939	2,380	63030 DISABILITY INSURANCE		2,380	2,380	2,380
147,280	156,122	191,610	63040 HEALTH INSURANCE		190,775	190,775	190,775
2,689	2,761	2,580	63050 DEFERRED COMPENSATION		2,625	2,625	2,625
0	0	0	63060 PAID FAM. MED. LEAVE INS.		1,230	1,230	1,230
741,413	791,328	999,365	TOTAL PERSONNEL SERVICES	9.29	1,041,425	1,041,425	1,041,425
MATERIALS AND SERVICES							
37,566	47,394	40,000	71000 CONTRACTUAL SERVICES		26,840	26,840	26,840
412	0	1,000	71210 CLOTHING		2,500	2,500	2,500
31,325	33,828	35,000	71500 ELECTRICITY		35,000	35,000	35,000
9,701	10,891	9,000	71520 TELEPHONE/MOBILE DEVICES		4,500	4,500	4,500
2,565	2,689	1,500	71530 NATURAL GAS		2,800	2,800	2,800
10,888	5,800	10,000	71540 FUEL & LUBRICANTS		17,500	17,500	33,000
0	0	500	71560 COMMUNICATIONS SERVICE		100	100	100
2,173	2,625	2,500	71700 BUILDING MAINT. & REPAIR		2,500	2,500	2,500
13,500	14,057	12,500	71710 EQUIPMENT MAINT. & REPAIR		15,000	15,000	15,000
5,956	3,492	7,500	71720 VEHICLE MAINT. & REPAIR		7,500	7,500	7,500
0	360	250	71730 RADIO MAINT. & REPAIR		250	250	250
99	0	500	72000 COMPUTER MAINT. & SUPPLIES		500	500	500
139	131	500	72010 OFFICE SUPPLIES		0	0	0
8,764	6,336	10,000	72100 MINOR EQUIPMENT & TOOLS		10,000	10,000	10,000
149	6,434	2,500	72120 EQUIP. RENTAL & LEASE		2,500	2,500	2,500
440	277	1,000	72400 LAB TESTS & SUPPLIES		1,000	1,000	1,000
0	667	500	72410 TREATMENT CHEMICALS		500	500	500
3,821	4,108	2,500	72510 SAFETY EQUIPMENT		2,500	2,500	2,500
2,000	1,066	1,000	72600 CLEANING & SANITARY SUPPLIES		500	500	500
6,913	18,094	7,500	73000 SAND & GRAVEL		10,000	10,000	10,000
2,565	887	3,000	73010 ASPHALT & CONCRETE		5,000	5,000	5,000
42,065	77,543	40,000	73100 WATER PIPE & APPURTENANCES		40,000	40,000	40,000
25,001	4,812	25,000	73110 HYDRANTS		25,000	25,000	25,000
13,681	17,561	15,000	73120 WATER METERS		10,000	10,000	10,000
15,998	18,811	20,000	73420 CREDIT CARD PROCESSING FEE		31,960	31,960	31,960
8,607	13,452	10,000	73600 MISC. SUPPLIES & EXPENSE		10,000	10,000	10,000
244,327	291,316	258,750	TOTAL MATERIALS AND SERVICES		263,950	263,950	279,450
985,739	1,082,643	1,258,115	TOTAL EXPENDITURES		1,305,375	1,305,375	1,320,875



WATER PRODUCTION

FUND/DEPARTMENT #: 202-240

OVERVIEW

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

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

DEPARTMENT OPERATIONAL OBJECTIVES

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

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

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

FOCUS AND GOALS – FISCAL YEAR 2022-23

- Continue revising and updating water quality monitoring and sampling plans to meet EPA regulations.
- Attend training to prepare for the 2023 sanitary survey. Maintain outstanding performer status.
- 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.
- Install new bulk storage tanks and have them fully operational.
- Continue finding ways to cut down on chemical shipping costs where possible.
- Assist City Staff with the continued administration of the City's Drinking Water Protection Plan approved by the Oregon Health Authority Drinking Water Services.
- Clean and inspect intake basin and reservoirs.
- Support new staff in obtaining level 1 certifications.
- Work with chemical suppliers to forecast potential outages and/or shipping issues.

ENTERPRISE FUNDS – WATER PRODUCTION

PRIMARY ACCOMPLISHMENTS – FISCAL YEAR 2021-22

- Secured new bulk storage tanks for storing CIP chemicals replacing the older barrel storage.
- Continued training of the newest full-time water treatment plant operator employees.
- Completed and submitted a Water Management and Conservation Plan to the WRD.
- Staff attended various training workshops to prepare for certification review exams.
- Received extension of water right use from Oregon Water Resources Department.
- Plant received Outstanding Large Membrane Plant award from Northwest Membrane Operators Association.
- Plant was nominated for American Water Works Association Membrane Plant of the year.
- Collected by-weekly raw & finished water testing for Harmful Algal Bloom Cyanotoxins.
- Received 30 new membrane modules to begin phasing out older units.
- Installed reinforcements in security fencing around the plant.
- Began purchasing critical spare parts to have on hand, cutting down on potential long lead wait times.
- Developed enhanced module cleaning procedures to deal with wildfire related water quality issues.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2021-22

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

PERSONNEL

POSITION	GROUP	SALARY RANGE	2021 FTE	2022 FTE	2023 FTE
Public Works & Dev. Director	Exempt	\$99,048-\$126,408	0.09	0.09	0.09
City Engineer	Exempt	\$81,252-\$103,704	0.05	0.05	0.03
Fleet & Facilities Manager	Exempt	\$73,524-\$93,828	0.05	0.05	0.05
Water Production Superintendent	Exempt	\$71,592-\$91,368	1.00	1.00	1.00
Payroll-HR Specialist	Exempt	\$63,504-\$81,060	0.00	0.05	0.05
Utility Maintenance Worker 1, 2 & 3	Laborers	\$44,940-\$68,472	3.10	3.10	3.10
Building Permit Specialist/Code Comp	General	\$45,948-\$58,632	0.00	0.05	0.05
Administrative Aide	General	\$39,468-\$50,376	0.15	0.10	0.10
TOTAL FULL-TIME EQUIVALENT			4.44	4.49	4.47

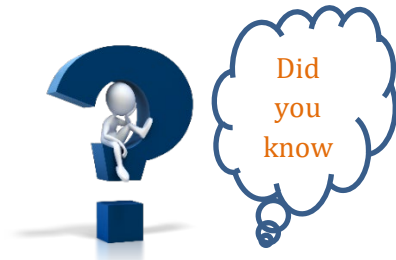
ENTERPRISE FUNDS – WATER PRODUCTION

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2019-20	Actual 2020-21	Estimate 2021-22	Estimate 2022-23
<i>Meet EPA's drinking water standards</i>	<i>Potable Water Produced (mil gal/yr)</i>	487	537	490	490
	<i>Consumer Confidence Reports distributed</i>	4441	4445	4500	4500
	<i>Number of Sampling & Testing Performed</i>				
	<i>Daily: WTP</i>				
	<i>Turbidity of filtered water every 4 hrs</i>	1446	1498	1405	1405
	<i>Daily: EP</i>				
	<i>Chlorine residual</i>	366	365	365	365
	<i>pH</i>	366	365	365	365
	<i>Temperature</i>	366	365	365	365
	<i>Weekly: DS</i>				
	<i>Bacteriological 4/wk</i>	195	208	208	208
	<i>Chlorine residual</i>	195	208	208	208
	<i>Monthly: RWS</i>				
	<i>Total and E. coli Bacteriological</i>	12	12	12	12
	<i>Quarterly: RWS</i>				
	<i>Total Organic Carbon</i>	4	4	4	4
	<i>Quarterly: WTP</i>				
	<i>Total Organic Carbon</i>	4	4	4	4
	<i>Quarterly: DS</i>				
	<i>Trihalomethanes</i>	32	32	32	32
	<i>Holacetic Acids</i>	40	40	40	40
	<i>Annually: EP</i>				
	<i>Nitrate</i>	1	1	1	1
	<i>Volatile Organics - Regulated</i>	23	23	23	23
	<i>Volatile Organics - Non-Regulated</i>	22	22	22	22
	<i>Every 3 years: EP</i>				
	<i>Synthetic Organic Chemicals</i>	<i>Due 2020</i>	96	<i>Due 2024</i>	<i>Due 2024</i>
	<i>Every 3 years: DS</i>				
	<i>Lead</i>	<i>Due 2021</i>	40	<i>Due 2024</i>	<i>Due 2024</i>
	<i>Copper</i>	<i>Due 2021</i>	40	<i>Due 2024</i>	<i>Due 2024</i>
	<i>pH</i>	<i>Due 2021</i>	14	<i>Due 2024</i>	<i>Due 2024</i>
	<i>Every 6 years: DS</i>				
	<i>None Due</i>	<i>None Due</i>	<i>None Due</i>	<i>None Due</i>	<i>None Due</i>
	<i>Every 9 years: EP</i>				
	<i>Radionuclides - Radium 226/228</i>	<i>Due 2024</i>	<i>Due 2024</i>	<i>Due 2024</i>	<i>Due 2024</i>
	<i>Radionuclides - Uranium</i>	<i>Due 2024</i>	<i>Due 2024</i>	<i>Due2024</i>	<i>Due2024</i>
	<i>Radionuclides - Gross Alpha</i>	<i>Due 2024</i>	<i>Due 2024</i>	<i>Due2024</i>	<i>Due2024</i>
	<i>Inorganic Chemicals</i>	<i>Due 2020</i>	20	<i>Due 2029</i>	<i>Due 2029</i>
	<i>Nitrate</i>	<i>Due 2020</i>	1	<i>Due 2029</i>	<i>Due 2029</i>
	<i>Arsenic</i>	<i>Due 2020</i>	1	<i>Due 2029</i>	<i>Due 2029</i>
	<i>Every 9 years: DS</i>				
	<i>Asbestos</i>	<i>Due 2020</i>	1	<i>Due 2029</i>	<i>Due 2029</i>

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

ENTERPRISE FUNDS – WATER PRODUCTION



Water Production Facts

- ❖ Total current treatment capacity of the Row River WTP = 6.0 Million Gallons per day.
- ❖ Average daily water production, winter months November - April = 1.0 Million Gallons
- ❖ Average daily water production, summer months May - October = 1.6 Million Gallons
- ❖ Peak daily water production, summer months July - September = 2.6 Million Gallons.
- ❖ Of all the earth's water, 97% is salt water found in oceans and seas.
- ❖ Only 1% of the earth's water is available for drinking water; 2% is currently frozen.
- ❖ You can refill an 8-ounce glass with water from your tap approximately 15,000 times for the same cost as a six pack of pop.
- ❖ In 1974, Congress passed the Safe Drinking Water Act to ensure that drinking water is safe for human consumption. The Act requires public water systems to monitor and treat drinking water for safety.
- ❖ The Row River Water Treatment Plant received Second Place honors in the DJC 2009 Top Projects competition for public works infrastructure construction/design, in the \$5M to \$15M category.



An exterior view of the Row River Water Treatment Plant

ENTERPRISE FUNDS – WATER PRODUCTION



NWMOA Large Membrane Plant of the Year award.



Our award winning operations team, from left to right:

Ryan Kimball, Harley White, Steve Norman, Jayson Veenker

City of Cottage Grove Fiscal Year 2022-23 Budget

WATER FUND: Water Production 202-240

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	FTE	2022-23 PROPOSED	2022-23 APPROVED	2022-23 ADOPTED
PERSONNEL SERVICES							
0	0	3,470	60215 PAYROLL/HR SPECIALIST	0.05	3,740	3,740	3,740
9,669	10,300	10,685	60299 PUBLIC WORKS/DEVEL. DIRECTOR	0.09	11,430	11,430	11,430
0	0	2,150	60317 BLDG PERMIT SPCLST/CODE COMPL	0.05	2,400	2,400	2,400
7,369	7,702	4,775	60410 ADMINISTRATIVE AIDE	0.10	5,100	5,100	5,100
4,569	4,775	4,860	60430 CITY ENGINEER	0.03	2,595	2,595	2,595
3,407	3,965	4,310	60450 FLEET & FACILITIES MANAGER	0.05	4,695	4,695	4,695
91,932	69,050	72,000	60460 WATER PRODUCTION SUPER	1.00	89,370	89,370	89,370
182,659	179,513	162,700	60480 UTILITY MAINTENANCE WORKER	3.10	179,770	179,770	179,770
5,217	14,150	5,500	61100 OVERTIME		5,500	5,500	5,500
7,203	3,752	8,270	62010 WORKERS' COMPENSATION		5,500	5,500	5,500
306	290	550	62020 UNEMPLOYMENT		3,655	3,655	3,655
23,026	21,850	22,910	62030 FICA		26,350	26,350	26,350
105	98	120	63010 LIFE INSURANCE		120	120	120
72,530	55,844	70,100	63020 RETIREMENT		79,100	79,100	79,100
1,099	1,017	1,230	63030 DISABILITY INSURANCE		1,230	1,230	1,230
67,939	60,034	87,275	63040 HEALTH INSURANCE		87,125	87,125	87,125
5,389	2,293	1,240	63050 DEFERRED COMPENSATION		1,250	1,250	1,250
0	0	0	63060 PAID FAM. MED. LEAVE INS.		600	600	600
482,421	434,631	462,145	TOTAL PERSONNEL SERVICES	4.47	509,530	509,530	509,530
MATERIALS AND SERVICES							
14,109	15,978	20,000	71000 CONTRACTUAL SERVICES		20,000	20,000	20,000
0	0	0	71210 CLOTHING		250	250	250
96,873	105,664	90,000	71500 ELECTRICITY		100,000	100,000	100,000
9,542	9,413	10,000	71520 TELEPHONE/MOBILE DEVICES		10,595	10,595	10,595
2,691	3,722	4,000	71540 FUEL & LUBRICANTS		5,000	5,000	5,000
0	0	100	71560 COMMUNICATIONS SERVICE		0	0	0
5,263	520	5,000	71700 BUILDING MAINT. & REPAIR		5,000	5,000	5,000
18,405	7,935	20,000	71710 EQUIPMENT MAINT. & REPAIR		20,000	20,000	20,000
342	0	1,000	71720 VEHICLE MAINT. & REPAIR		1,000	1,000	1,000
0	0	100	71730 RADIO MAINT. & REPAIR		100	100	100
0	0	500	71750 METER MAINT. & REPAIR		500	500	500
531	1,939	1,500	72000 COMPUTER HARDWARE & SUPPLIES		1,500	1,500	1,500
77	12	250	72010 OFFICE SUPPLIES		0	0	0
1,173	1,752	2,500	72100 MINOR EQUIPMENT & TOOLS		2,500	2,500	2,500
240	240	1,000	72120 EQUIPMENT RENTAL & LEASE		1,000	1,000	1,000
212	0	1,000	72300 BUILDING SUPPLIES		1,000	1,000	1,000
16,613	14,064	15,000	72400 LAB TESTS & SUPPLIES		15,000	15,000	15,000
43,518	43,097	50,000	72410 TREATMENT CHEMICALS		60,000	60,000	60,000
21	104	300	72510 SAFETY EQUIPMENT		500	500	500
1,248	1,864	3,000	73600 MISC. SUPPLIES & EXPENSE		3,000	3,000	3,000
210,858	206,303	225,250	TOTAL MATERIALS AND SERVICES		246,945	246,945	246,945
693,279	640,934	687,395	TOTAL EXPENDITURES		756,475	756,475	756,475

WATER INTERNAL SUPPORT DEPARTMENT

FUND/DEPARTMENT #: 202-295

OVERVIEW

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

DEPARTMENT OPERATIONAL OBJECTIVES

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

FOCUS AND GOALS – FISCAL YEAR 2022-23

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

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2021-22

- No significant budget changes.

City of Cottage Grove Fiscal Year 2022-23 Budget

WATER FUND: Internal Support Department 202-295

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	2022-23 PROPOSED	2022-23 APPROVED	2022-23 ADOPTED
MATERIALS & SERVICES						
331	406	1,000	70030 ADVERTISING	1,000	1,000	1,000
374	24	500	70040 CONSUMER CONFIDENCE REPORT	500	500	500
6,500	6,211	4,450	70100 AUDIT EXPENSE	4,490	4,490	4,490
33,382	33,082	40,495	70400 INSURANCE & BONDS	40,495	40,495	40,495
523	527	500	71012 EMAIL & WEB SERVICES	500	500	500
0	0	0	71570 COMPUTER SOFTWARE/SUPPORT	22,000	22,000	22,000
1,927	1,561	2,000	71600 POSTAGE	2,000	2,000	2,000
11,537	11,466	14,000	71610 UTILITY BILLING POSTAGE	14,000	14,000	14,000
5,801	7,530	10,000	72000 COMPUTER HARDWARE & SUPPLIES	5,340	5,340	5,340
1,569	1,686	3,000	72010 OFFICE SUPPLIES	3,000	3,000	3,000
545	587	1,000	72030 BOOKS, MAPS & PERIODICALS	1,000	1,000	1,000
0	0	0	72055 SAFETY & APPRECIATION AWARDS	1,900	1,900	1,900
625	57	500	72100 MINOR EQUIPMENT-TOOLS	500	500	500
46	18	500	73600 MISCELLANEOUS SUPPLIES	1,000	1,000	1,000
4,100	4,100	1,000	74000 PROGRAM FEES & DUES	1,000	1,000	1,000
5,777	4,989	6,000	74100 PROFESSIONAL ASSOCIATION DUES	6,000	6,000	6,000
5,608	7,065	6,000	74200 EDUCATION & REGISTRATION FEES	6,000	6,000	6,000
1,319	1,476	3,000	74210 TRAVEL & SUBSISTENCE	3,000	3,000	3,000
238	256	500	74300 EMPLOYEE MEDICAL EXAMS & TESTS	1,000	1,000	1,000
2,500	2,500	2,500	76133 WATERSHED COUNCIL	2,500	2,500	2,500
69,020	69,050	69,200	79900 ADMINISTRATION FEE	69,230	69,230	69,230
20,000	20,000	20,000	79910 ENGINEERING SERVICE FEES	20,000	20,000	20,000
171,721	172,591	186,145	TOTAL MATERIALS & SERVICES	206,455	206,455	206,455
TRANSFERS						
19,187	19,950	20,970	90217 TRANSFER TO DEBT SERVICE	21,860	21,860	21,860
125,000	100,000	193,000	90232 TRANSFER TO WATER RESERVE FUND	50,000	50,000	50,000
144,187	119,950	213,970	TOTAL TRANSFERS	71,860	71,860	71,860
0	0	414,275	99000 CONTINGENCY	196,235	196,235	180,735
0	0	0	99010 UNAPPROPRIATED ENDING BALANCE	0	0	0
715,511	697,155	0	99020 ENDING BALANCE	0	0	0
715,511	697,155	414,275	TOTAL ENDING BALANCE	196,235	196,235	180,735
1,031,419	989,695	814,390	TOTAL EXPENDITURES	474,550	474,550	459,050
2,710,438	2,713,272	2,759,900	TOTAL WATER FUND EXPENDITURES	2,536,400	2,536,400	2,536,400

City of Cottage Grove Fiscal Year 2022-23 Budget

WASTEWATER FUND: Revenue 302-000

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	2022-23 PROPOSED	2022-23 APPROVED	2022-23 ADOPTED
577,712	670,680	850,000	41010 CARRYOVER	320,000	320,000	320,000
1,627,198	1,684,748	1,806,000	45040 WASTEWATER DISP USER CHARGES	2,067,200	2,067,200	2,067,200
224,313	357,550	250,000	45044 GOLF COURSE FEES	300,000	300,000	300,000
31,644	32,917	32,000	45045 PRO SHOP	35,000	35,000	35,000
59,219	95,685	70,000	45046 CLUB/CART RENTALS	90,000	90,000	90,000
28,836	43,914	35,000	45047 DELI SALES	40,000	40,000	40,000
11,943	11,943	11,940	45049 CG HOSPITAL MOWING FEES	11,945	11,945	11,945
0	815	1,000	45055 GOLF SIMULATOR	1,000	1,000	1,000
1,983,153	2,227,572	2,205,940	TOTAL CHARGES FOR SERVICE	2,545,145	2,545,145	2,545,145
42,708	15,688	0	51120 FEDERAL GRANTS	0	0	0
12,222	4,868	4,000	53200 INTEREST INCOME	3,500	3,500	3,500
			MISCELLANEOUS REVENUE			
51	142	400	54010 CREDIT BUREAU	400	400	400
0	2,153	1,000	54050 AUCTION PROCEEDS	1,000	1,000	1,000
19,888	12,261	2,500	54060 MISCELLANEOUS REVENUE	2,500	2,500	2,500
37,402	0	0	54070 INSURANCE PROCEEDS	0	0	0
11,640	11,640	12,000	54250 RENTAL PROPERTY REVENUE	12,600	12,600	12,600
68,982	26,196	15,900	TOTAL MISCELLANEOUS REVENUE	16,500	16,500	16,500
2,642,069	2,945,005	3,075,840	TOTAL REVENUE	2,885,145	2,885,145	2,885,145



WASTEWATER COLLECTION

FUND/DEPARTMENT #: 302-320

OVERVIEW

Wastewater Collection is a function of the Public Works Department with the primary function to collect and convey wastewater from the City's customers to the City's Wastewater Treatment Plant in a safe, efficient manner. The Wastewater Collection system contains 45.95 miles of sanitary sewer lines ranging in size from 4 to 36 inches in diameter.

DEPARTMENT OPERATIONAL OBJECTIVES

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

FOCUS AND GOALS – FISCAL YEAR 2022-23

- Continue video inspection of the collection system to assess sewer pipe conditions.
- Seal coat 20 sewer manholes to reduce storm water infiltration.
- Replace 4 back lot sewers on Polk, Madison, Jefferson Streets, and in alley behind Buster's.

PRIMARY ACCOMPLISHMENTS – FISCAL YEAR 2021-22

- Repaired and sealed 24 manholes reducing storm water infiltration and sewage blockages.
- City staff contacted and performed log and grease trap inspections for Fats, Oils, and Grease (FOG) Program. Utility crews met with 92 business owners.
- Replaced approximately 300' of sewer mainline throughout the City
- Repaired 12 sewer mainline breaks.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2021-22

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

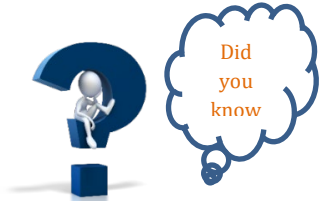
ENTERPRISE FUNDS – WASTEWATER COLLECTION

PERSONNEL

POSITION	GROUP	SALARY RANGE	2021 FTE	2022 FTE	2023 FTE
Public Works & Dev. Director	Exempt	\$99,048-\$126,408	0.16	0.16	0.16
City Engineer	Exempt	\$81,252-\$103,704	0.11	0.11	0.05
Fleet & Facilities Manager	Exempt	\$73,524-\$93,828	0.15	0.15	0.15
Utility Maintenance Supervisor	Exempt	\$73,524-\$93,828	0.15	0.15	0.15
Payroll-HR Specialist	Exempt	\$63,504-\$81,060	0.00	0.20	0.2
Utility Maintenance Worker 1, 2 & 3	Laborers	\$44,940-\$68,472	1.91	2.06	2.06
Utility Billing Specialist	General	\$45,948-\$58,632	0.42	0.42	0.42
Finance Clerk	Exempt	\$18.83-\$24.03/hr	0.30	0.36	0.31
Building Permit Specialist/Code Comp	General	\$45,948-\$58,632	0.00	0.15	0.15
Administrative Aide	General	\$39,468-\$50,376	0.40	0.25	0.25
Temporary Workers	Exempt	\$13.50/hr	0.00	0.30	0.28
TOTAL FULL-TIME EQUIVALENT			3.60	4.31	4.18

PERFORMANCE MEASUREMENT

Strategy	Measure	Actual 2017-18	Actual 2018-19	Actual 2019-20	Actual 2020-21
<i>Provide a safe and effective conveyance of wastewater</i>	<i>No. of service requests evaluated</i>	44	48	60	28
	<i>No. of plugged sewer mains</i>	6	16	18	20
	<i>No. of lateral lines repaired</i>	13	14	14	12
	<i>Feet of sewer lines video</i>	30,447'	13,219'	11,700'	12,500'



Wastewater Collection Facts:

- The Department maintains approximately 45.95 miles of sanitary sewer main lines.
- The Department responded to approximately 782 locate requests to locate the utility lines prior to excavation work being performed.
- 7 new sewer connections were made to the existing sewer system and 12 sewer laterals were repaired this year.
- There is a total of 3,735 active sewer customers served by the City’s sanitary sewer collection system.

ENTERPRISE FUNDS – WASTEWATER COLLECTION



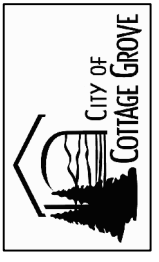
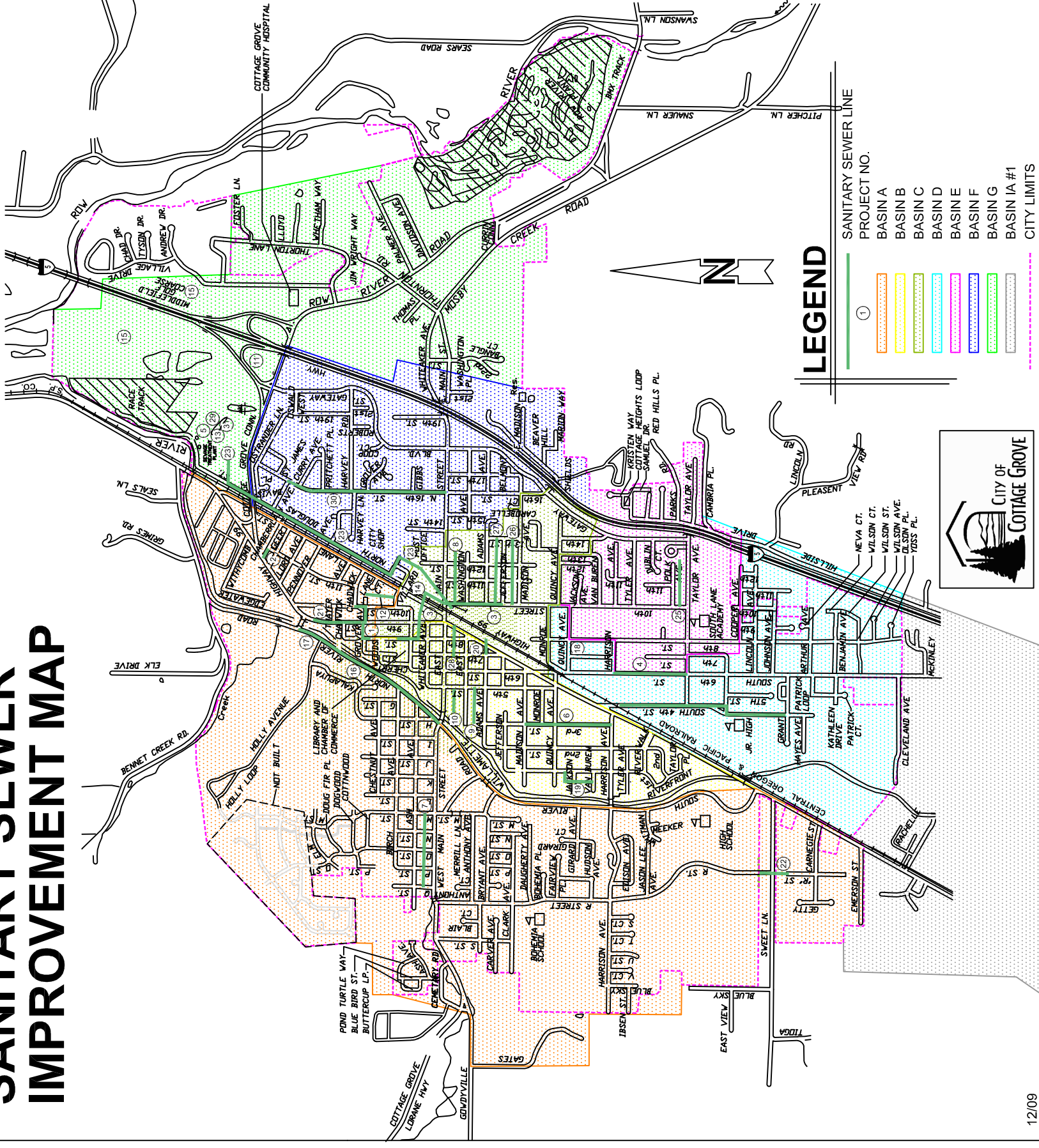
Back lot sewer lateral failure repair at 241 M Street



New sewer mainline installation on S. 12th Street



SANITARY SEWER IMPROVEMENT MAP



SANITARY SEWER PROJECTS PROJECTED CAPITAL IMPROVEMENT NEEDS

Map No.	Project	Total Costs (\$/2022 \$)	Map No.	Project	Total Costs (\$/2022 \$)
1	Intersection at Grover Ave. and 8th St. to Chamberlain Ave. and 11th St. to Intersection at N. Goshen Hwy..	548,105	11	Exit 174 irrigation for reuse effluent Completed FY 21-22	0
2	10th St. from Jefferson Ave. to Main St. across SPRR to N. of intersection 8th St. & Gibbs	106,414	12	Alley between Lane St. & 10 St down to Villard	463,284
3	Along 6th St. between Taylor Ave., and Harrison Ave..	1,331,670	13	Backstop effluent pump with vault Completed FY 20-21	0
4	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin A	425,355	14	Trailhead Park Sewer Relocation	58,303
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin B	110,311	15	Drainage Projects at Golf Course Completed FY 17-18	0
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin C	1,009,881	16	N. River Road (Main to Holly)	220,471
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin D	1,160,658	17	N. River Road (Holly to Woodson)	64,897
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin E	400,775	18	704 Quincy	25,180
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin F	389,834	19	655 South 1st Portion Completed FY 15-16 Remainder Completed FY 18-19	0
	Inflow/Infiltration Corrective Work	38,669	20	Adams Avenue from Napp to S. 7th Street Completed FY 18-19	0
5	Digester Modifications - Completed FY 11-12	463,274	21	Highway 99 from Woodson to Grover Completed FY 18-19	0
6	South 3rd St. from Madison Ave. to Harrison Ave. Completed FY 13-14	0	22	South R Street Extension from Sweet Lane to Industrial Park	60,517
7	Alley (Main & Ash) from "M" St. to "Q" St.	0	23	Wastewater Reuse Project Portion Completed FY 20-21 Remaining Completed FY 21-22	0
8	Alley (Main & Washington) from S. 10th to Goshen Park - Completed FY 12-13	0		Miscellaneous Projects including CCTV inspections and manhole lining	1,798,541
9	Alley (Washington & Adams) from 3rd St. to 5th St. Completed FY 18-19	0	24	South 4th Street (Grant to RR tracks) Completed FY 20-21	0
10	Alley (East Main to Washington)	139,087	25	Pipe Bursting backlot sewer (Polk-Taylor) off South 10th Street	139,016
			26	Pipe Bursting backlot sewer (Madison-Jefferson), off South 10th Street	191,432
			27	Pipe Bursting backlot sewer (Jefferson-Adams) off South 10th Street	186,874
			28	Pipe bursting sewer (Main-Washington) from 7th to Hwy 99	105,971
			29	Construct New Clarifier at WWTP \$550,000 budgeted FY 22-23	1,316,985
			30	North 16th Street Upgrade (Main to Chamberlain)	157,468
			31	Construct Bio Solids Dryer \$100,000 budgeted FY 22-23	1,200,000

PROJECT IDENTIFIED ON MASTER PLAN BUDGETED THIS FISCAL YEAR

TOTAL OF ESTIMATED COSTS NOT FUNDED = \$12,397,840



City of Cottage Grove Fiscal Year 2022-23 Budget

WASTEWATER FUND: Wastewater Collection 302-320

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	FTE	2022-23 PROPOSED	2022-23 APPROVED	2022-23 ADOPTED
PERSONNEL SERVICES							
0	0	13,865	60215 PAYROLL/HR SPECIALIST	0.20	15,045	15,045	15,045
21,496	22,135	23,020	60240 UTILITIES BILLING SPECIALIST	0.42	19,940	19,940	19,940
7,457	10,149	15,600	60250 FINANCE CLERK	0.31	12,225	12,225	12,225
17,190	18,310	19,000	60299 PUBLIC WORKS/DEVEL. DIRECTOR	0.16	20,315	20,315	20,315
0	0	6,445	60317 BLDG PERMIT SPCLST/CODE COMPL	0.15	7,180	7,180	7,180
19,663	20,667	11,705	60410 ADMINISTRATIVE AIDE	0.25	12,715	12,715	12,715
10,050	10,508	10,670	60430 CITY ENGINEER	0.05	5,705	5,705	5,705
10,864	11,643	12,630	60440 UTILITIES MAINT. SUPERVISOR	0.15	14,080	14,080	14,080
10,221	11,896	12,905	60450 FLEET & FACILITIES MANAGER	0.15	14,080	14,080	14,080
101,318	105,675	115,590	60480 UTILITY MAINTENANCE WORKER	2.06	124,695	124,695	124,695
0	0	7,960	61000 TEMPORARY WORKER	0.28	7,780	7,780	7,780
721	1,098	2,000	61100 OVERTIME		2,000	2,000	2,000
3,880	1,984	4,240	62010 WORKERS' COMPENSATION		2,500	2,500	2,500
199	212	500	62020 UNEMPLOYMENT		2,665	2,665	2,665
14,883	15,893	21,100	62030 FICA		21,400	21,400	21,400
78	82	100	63010 LIFE INSURANCE		100	100	100
36,490	39,364	58,615	63020 RETIREMENT		59,360	59,360	59,360
757	790	2,110	63030 DISABILITY INSURANCE		2,165	2,165	2,165
63,012	65,057	70,800	63040 HEALTH INSURANCE		72,810	72,810	72,810
1,350	1,399	1,490	63050 DEFERRED COMPENSATION		970	970	970
0	0	0	63060 PAID FAM. MED. LEAVE INS.		530	530	530
319,629	336,860	410,345	TOTAL PERSONNEL SERVICES	4.18	418,260	418,260	418,260
MATERIALS AND SERVICES							
28,983	34,232	30,000	71000 CONTRACTUAL SERVICES		30,040	30,040	30,040
152	0	1,000	71210 CLOTHING		1,500	1,500	1,500
1,357	2,352	4,000	71500 ELECTRICITY		4,000	4,000	4,000
7,337	6,617	7,500	71520 TELEPHONE/MOBILE DEVICES		4,880	4,880	4,880
2,123	2,113	2,000	71530 NATURAL GAS		3,000	3,000	3,000
7,367	3,263	7,500	71540 FUEL & LUBRICANTS		15,000	15,000	22,600
0	0	500	71560 COMMUNICATIONS SERVICE		0	0	0
1,279	2,390	1,500	71700 BUILDING MAINT. & REPAIR		1,500	1,500	1,500
10,014	8,127	10,000	71710 EQUIPMENT MAINT. & REPAIR		10,000	10,000	10,000
5,041	1,509	2,000	71720 VEHICLE MAINT. & REPAIR		5,000	5,000	5,000
0	360	250	71730 RADIO MAINT. & REPAIR		250	250	250
0	375	250	72000 COMPUTER HARDWARE & SUPPLIES		250	250	250
150	1,489	250	72010 OFFICE SUPPLIES		0	0	0
7,326	4,437	7,500	72100 MINOR EQUIPMENT & TOOLS		5,000	5,000	5,000
31	6,315	1,000	72120 EQUIPMENT RENTAL & LEASE		1,000	1,000	1,000
2,403	2,596	1,500	72510 SAFETY EQUIPMENT		2,500	2,500	2,500
1,970	951	1,000	72600 CLEANING & SANITARY SUPPLIES		500	500	500
2,148	7,780	2,000	73000 SOIL/SAND/GRAVEL		10,000	10,000	10,000
1,251	723	2,000	73010 ASPHALT & CONCRETE		5,000	5,000	5,000
5,616	20,266	15,000	73200 SEWER PIPE		20,000	20,000	20,000
15,998	18,811	20,000	73420 CREDIT CARD PROCESSING FEE		32,460	32,460	32,460
3,423	7,881	5,000	73600 MISC. SUPPLIES & EXPENSE		5,000	5,000	5,000
103,972	132,586	121,750	TOTAL MATERIALS AND SERVICES		156,880	156,880	164,480
423,601	469,446	532,095	TOTAL EXPENDITURES		575,140	575,140	582,740



WASTEWATER TREATMENT

FUND/DEPARTMENT #: 302-324

OVERVIEW

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

DEPARTMENT OPERATIONAL OBJECTIVES

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

FOCUS AND GOALS – FISCAL YEAR 2022-23

- Continue to operate and maintain treatment site facilities and equipment to meet governing standards.
- Continue to provide treated reuse water for irrigation to Middlefield Golf Course and the I-5 exit 174 freeway interchange area.
- Expand treated effluent irrigation to Trailhead and Bohemia Parks.
- Rebuild clarifier #2 before fall 2023.
- Design a bio-solids drying system.
- Build a dry storage area for dried bio-solids.

PRIMARY ACCOMPLISHMENTS – FISCAL YEAR 2021-22

- Build new treated effluent irrigation system at I-5 interchange.
- Receive approval from ODOT to irrigate the 174 Hwy Interchange with treated effluent.
- Completed design of construction documents for the operating mechanism for clarifier #2.
- Purchased a used 6 inch portable wastewater pump.
- Drained and cleaned both clarifiers, grit tank, and contact basin.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2021-22

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

PERSONNEL

POSITION	GROUP	SALARY RANGE	2021 FTE	2022 FTE	2023 FTE
Public Works & Dev. Director	Exempt	\$99,048-\$126,408	0.09	0.09	0.09
Wastewater Treatment Plant Super.	Exempt	\$71,592-\$91,368	1.00	1.00	1.00
Fleet & Facilities Manager	Exempt	\$73,524-\$93,828	0.05	0.05	0.05
Payroll-HR Specialist	Exempt	\$63,504-\$81,060	0.00	0.05	0.05
Utility Maintenance Worker 1, 2 & 3	Laborers	\$44,940-\$68,472	3.10	3.10	3.10
Building Permit Specialist/Code Comp	General	\$45,948-\$58,632	0.00	0.05	0.05
Administrative Aide	General	\$39,468-\$50,376	0.12	0.07	0.07
TOTAL FULL-TIME EQUIVALENT			4.36	4.41	4.41



Used 6" Wastewater Pump



2,000' of 12" Effluent Pipe for Line to Trailhead Park



Sewer Treatment Plant plug from disinfesting wipes and rags

Wipes clog pipes

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

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

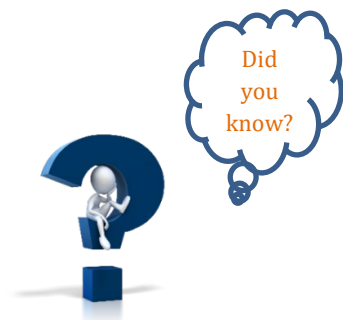



 CITY OF COTTAGE GROVE

Public notice information regarding disinfesting wipes

PERFORMANCE MEASUREMENT

Strategy	Measure	Actual 2019	Actual 2020	Actual 2021	Estimate 2022
Meet EPA's & DEQ's treatment and discharge standards	Millions of gallons treated per year	756.9	775.2	736.4	750.0
	Dry tons of bio-solids disposed	184.69	206	92.93	150
	Permit Violations	1	1	1	0



Wastewater Treatment Facts:

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

City of Cottage Grove Fiscal Year 2022-23 Budget

WASTEWATER FUND: Wastewater Treatment 302-324

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	FTE	2022-23 PROPOSED	2022-23 APPROVED	2022-23 ADOPTED
PERSONNEL SERVICES							
9,669	10,300	10,690	60299 PUBLIC WORKS/DEVEL. DIRECTOR	0.09	11,430	11,430	11,430
0	0	3,470	60215 PAYROLL/HR SPECIALIST	0.05	3,740	3,740	3,740
0	0	2,150	60317 BLDG PERMIT SPCLST/CODE COMPL	0.05	2,395	2,395	2,395
6,033	6,332	3,345	60410 ADMINISTRATIVE AIDE	0.07	3,570	3,570	3,570
3,407	3,965	4,305	60450 FLEET & FACILITIES MANAGER	0.05	4,695	4,695	4,695
77,296	84,157	86,105	60470 WW TREATMENT PLANT SUPER	1.00	91,910	91,910	91,910
154,264	167,624	167,570	60480 UTILITY MAINTENANCE WORKER	3.10	185,115	185,115	185,115
5,375	8,595	4,000	61100 OVERTIME		4,000	4,000	4,000
6,774	3,080	6,685	62010 WORKERS' COMPENSATION		3,850	3,850	3,850
257	281	575	62020 UNEMPLOYMENT		3,650	3,650	3,650
19,112	21,144	24,010	62030 FICA		26,195	26,195	26,195
102	106	125	63010 LIFE INSURANCE		125	125	125
41,314	60,174	78,020	63020 RETIREMENT		84,840	84,840	84,840
948	1,032	1,400	63030 DISABILITY INSURANCE		1,405	1,405	1,405
72,557	85,601	88,300	63040 HEALTH INSURANCE		89,545	89,545	89,545
1,702	1,863	1,920	63050 DEFERRED COMPENSATION		2,050	2,050	2,050
0	0	0	63060 PAID FAM. MED. LEAVE INS.		610	610	610
398,811	454,254	482,670	TOTAL PERSONNEL SERVICES	4.41	519,125	519,125	519,125
MATERIALS AND SERVICES							
6,183	5,566	10,000	71000 CONTRACTUAL SERVICES		5,000	5,000	5,000
1,250	1,485	1,500	71210 CLOTHING		1,500	1,500	1,500
96,739	108,585	100,000	71500 ELECTRICITY		105,000	105,000	105,000
8,322	8,364	7,500	71520 TELEPHONE/MOBILE DEVICES		4,285	4,285	4,285
1,274	1,279	1,500	71530 NATURAL GAS		2,000	2,000	2,000
4,656	3,205	3,000	71540 FUEL & LUBRICANTS		4,500	4,500	4,500
368	10,951	5,000	71700 BUILDING MAINT. & REPAIR		5,000	5,000	5,000
48,212	33,732	20,000	71710 EQUIPMENT MAINT. & REPAIR		25,000	25,000	25,000
0	153	500	71720 VEHICLE MAINT. & REPAIR		1,000	1,000	1,000
1,911	1,804	2,500	72100 MINOR EQUIPMENT & TOOLS		2,500	2,500	2,500
415	251	2,000	72120 EQUIPMENT RENTAL & LEASE		1,000	1,000	1,000
19,395	27,926	25,000	72400 LAB TESTS & SUPPLIES		30,000	30,000	30,000
114,460	93,413	80,000	72410 TREATMENT CHEMICALS		150,000	150,000	150,000
59,074	51,901	50,000	72435 BIOSOLIDS DISPOSAL		80,000	80,000	80,000
488	364	500	72600 CLEANING & SANITARY SUPPLIES		250	250	250
1,090	2,587	2,000	73600 MISC. SUPPLIES & EXPENSE		2,500	2,500	2,500
363,837	351,566	311,000	TOTAL MATERIALS AND SERVICES		419,535	419,535	419,535
762,647	805,820	793,670	TOTAL EXPENDITURES		938,660	938,660	938,660

MIDDLEFIELD GOLF COURSE

FUND/DEPARTMENT #: 302-326

OVERVIEW

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

DEPARTMENT OPERATIONAL OBJECTIVES

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

FOCUS AND GOALS – FISCAL YEAR 2022-23

- Expand use of course for traditional golf and other community uses.
- Promote Middlefield Golf Course to increase revenue from greens fees, pro shop sales, and deli sales.
- Expand current golf cart storage at Pro Shop.
- Build covered equipment storage at Maintenance Shop.
- Survey and partition lot for golf course rental house.
- Build a new tee box for hole #4 increasing it from a par 3 to a par 4 hole.

PRIMARY ACCOMPLISHMENTS – FISCAL YEAR 2021-22

- Hosted Cottage Grove High School golf teams for practice, without holding tournaments.
- Hosted a cross country meet for Cottage Grove High School and the surrounding area teams.
- Hosted Bushnell College cross country meet.
- Increased visibility, promoting the Course through the use of Groupon, television, and radio advertisements, resulting in increased revenues.
- Offered the ability to use the golf simulator with the assistance of staff. All staff were trained in its operation.
- Completed construction of new enclosed golf cart storage building for 54 private golf carts.
- Served as the site of the Cascade Conference Collegiate Cross Country Regional Meet.
- Purchased new greens mower and rough mower.
- Hired a new assistant golf course superintendent.
- Graded, widened, and rocked golf cart path along the west side of I-5.

ENTERPRISE FUNDS – MIDDLEFIELD GOLF COURSE

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2021-22

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

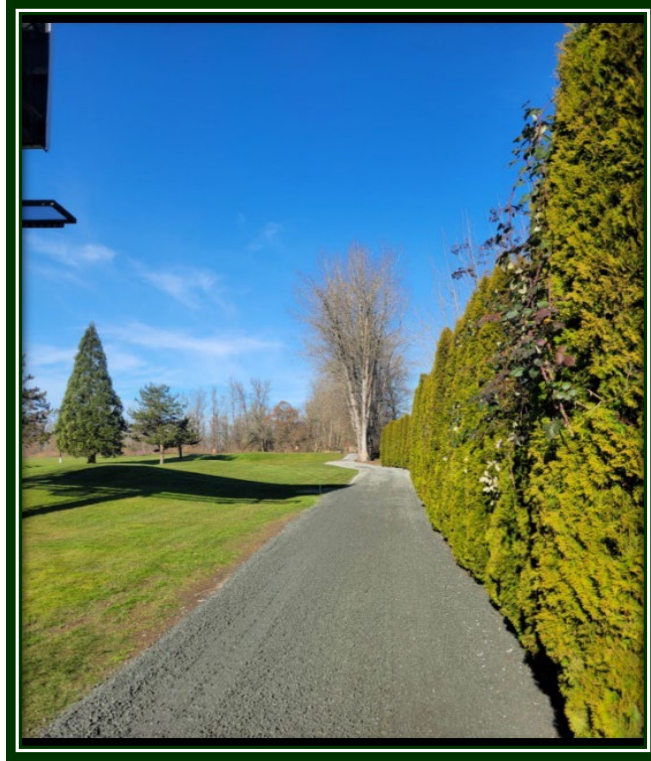
PERSONNEL

POSITION	GROUP	SALARY RANGE	2021 FTE	2022 FTE	2023 FTE
Golf Course Superintendent	Exempt	\$71,592-\$91,368	1.00	1.00	1.00
Pro Shop Manager	Exempt	\$45,900-\$58,584	1.00	1.00	1.00
Assistant Golf Course Superintendent	Laborers	\$47,196-\$65,136	0.00	1.00	1.00
Pro Shop Assistant	Exempt	\$15.83-\$20.20/hr	1.24	1.24	1.70
Groundskeeper Reg. Part-Time Worker	Exempt	\$15.83-\$20.20/hr	3.46	3.46	3.46
TOTAL FULL-TIME EQUIVALENT			6.70	7.70	8.16

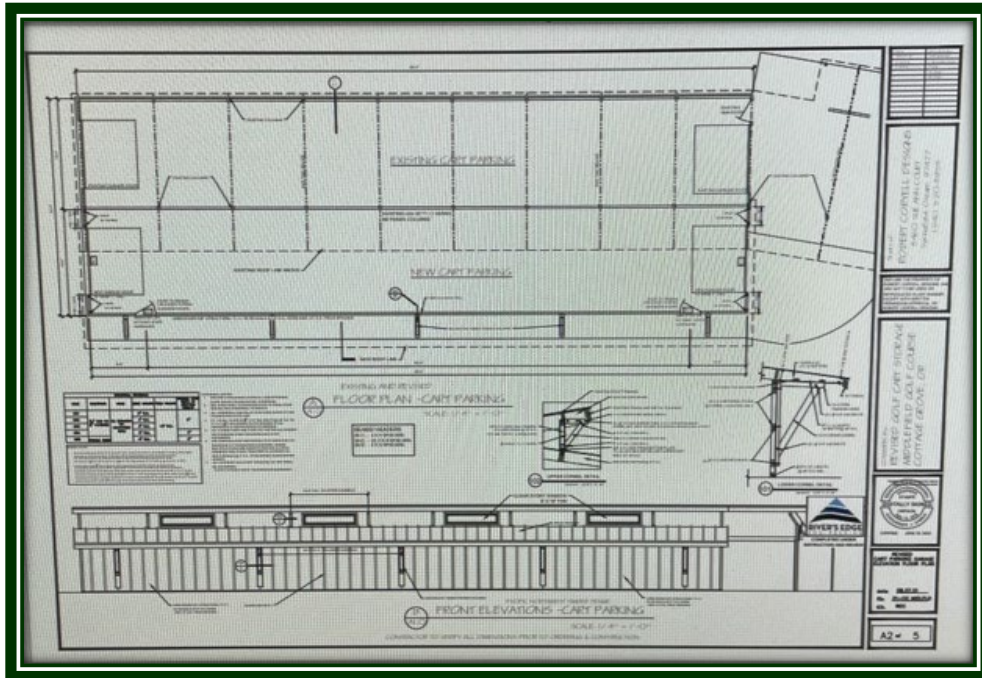


Donated Covered Bridge from the Village Green to be installed at the golf course

ENTERPRISE FUNDS – MIDDLEFIELD GOLF COURSE



Golf cart path maintenance



Pro Shop golf cart storage expansion

ENTERPRISE FUNDS – MIDDLEFIELD GOLF COURSE

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	ACTUAL 2018-19	ACTUAL 2019-20	ACTUAL 2020-21	YTD 2021-22
<i>Use reuse water for irrigation purposes</i>	<i>Total number of Gallons Applied (millions)</i>	67.99	34.00	84.10	52.90
<i>Provide facility for community golf programs and tournaments annually</i>	<i>No. of Tournaments</i>	6	6	0	0
	<i>No. of Annual Memberships</i>	45	42	32	45
	<i>Weekday rounds</i>	7,429	6,489	12,629	9,000
	<i>Weekend rounds</i>	3,771	3,615	4,180	1,960
	<i>Member rounds</i>	5,639	5,291	5,380	3,221
	<i>Comp. rounds</i>	1,254	1,119	1,390	758
	<i>Total Rounds</i>	18,093	16,514	23,579	14,939
	<i>Attendance at Golf Camp</i>	30	22	0	0
	<i>No. of high school golf events</i>	8	7	0	0
<i>Increase Sales to support operations & maintenance</i>	<i>Clubs/Cart rental</i>	\$ 59,404	\$ 59,219	\$ 95,685	\$ 68,681
	<i>Deli shop revenue</i>	\$ 34,231	\$ 28,836	\$ 43,914	\$ 27,442
	<i>Pro shop revenue</i>	\$ 36,461	\$ 31,644	\$ 32,917	\$ 24,624
	<i>Golf Simulator</i>	\$ -	\$ -	\$ 815	\$ 908
	<i>Golf course fees</i>	\$ 228,464	\$ 224,313	\$ 357,550	\$ 186,697
		\$ 358,560	\$ 344,012	\$ 530,881	\$ 308,352

City of Cottage Grove Fiscal Year 2022-23 Budget

WASTEWATER FUND: Middlefield Golf Course 302-326

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	2022-23 FTE	2022-23 PROPOSED	2022-23 APPROVED	2022-23 ADOPTED
PERSONNEL SERVICES							
51,612	53,039	54,755	60476 GOLF SHOP MANAGER	1.00	58,590	58,590	58,590
33,036	40,535	34,730	60477 GOLF SHOP ASSISTANT	1.70	55,155	55,155	55,155
74,528	80,421	85,400	60478 GOLF COURSE SUPERINTENDENT	1.00	91,910	91,910	91,910
0	0	44,105	60479 ASSISTANT GOLF COURSE SUPER	1.00	48,565	48,565	48,565
81,289	85,484	105,125	61010 GROUNDSKEEPER/REG. PT. WORK	3.46	119,620	119,620	119,620
0	0	400	61100 OVERTIME		400	400	400
3,955	2,002	3,955	62010 WORKERS' COMPENSATION		3,600	3,600	3,600
243	263	650	62020 UNEMPLOYMENT		4,500	4,500	4,500
18,485	19,977	28,035	62030 FICA		32,340	32,340	32,340
49	49	100	63010 LIFE INSURANCE		100	100	100
26,388	33,358	64,775	63020 RETIREMENT		74,675	74,675	74,675
491	495	850	63030 DISABILITY INSURANCE		850	850	850
30,346	31,261	52,605	63040 HEALTH INSURANCE		42,120	42,120	42,120
1,032	1,061	2,250	63050 DEFERRED COMPENSATION		2,410	2,410	2,410
0	0	0	63060 PAID FAM. MED. LEAVE INS.		750	750	750
321,454	347,943	477,735	TOTAL PERSONNEL SERVICES	8.16	535,585	535,585	535,585
MATERIALS AND SERVICES							
2,836	2,662	5,000	70030 ADVERTISING		5,000	5,000	5,000
3,900	7,853	8,000	71000 CONTRACTUAL SERVICES		2,900	2,900	2,900
3,189	3,065	500	71020 LICENSES & PERMITS		1,000	1,000	1,000
199	105	1,000	71210 CLOTHING		2,000	2,000	2,000
24,244	28,260	27,000	71500 ELECTRICITY		30,000	30,000	30,000
6,777	6,993	8,000	71520 TELEPHONE/MOBILE DEVICES		8,985	8,985	8,985
1,347	1,650	1,500	71530 NATURAL GAS		2,250	2,250	2,250
9,106	10,749	12,000	71540 FUEL & LUBRICANTS		20,000	20,000	27,800
7,208	5,041	10,000	71700 BUILDING MAINT. & REPAIR		10,000	10,000	10,000
19,857	35,823	40,000	71710 EQUIPMENT MAINT. & REPAIR		40,000	40,000	40,000
99	30	500	71720 VEHICLE MAINT. & REPAIR		250	250	250
1,343	452	2,000	72000 COMPUTER HARDWARE & SUPPLIES		1,000	1,000	1,000
420	475	500	72010 OFFICE SUPPLIES		0	0	0
0	0	200	72030 BOOKS, MAPS & PERIODICALS		500	500	500
1,092	7,424	2,500	72100 MINOR EQUIPMENT & TOOLS		7,500	7,500	7,500
202	68	1,000	72120 EQUIPMENT RENTAL & LEASE		500	500	500
0	0	0	72140 SHOP SUPPLIES		2,500	2,500	2,500
485	23	1,000	72200 LANDSCAPING SUPPLIES		500	500	500
4,547	8,695	10,000	72320 IRRIGATION PARTS & SUPPLIES		10,000	10,000	10,000
10,793	17,849	20,000	72330 SUPPLIES/PRO SHOP INVENTORY		20,000	20,000	20,000
22,045	29,297	30,000	72340 SUPPLIES/DELI FOOD		30,000	30,000	30,000
16,441	15,896	20,000	72430 CHEMICALS/FERTILIZER		25,000	25,000	25,000
0	0	0	72440 GREENS MAINTENANCE SUPPLIES		2,500	2,500	2,500
0	0	0	72460 CART PATH MAINTENANCE SUPPLIES		5,000	5,000	5,000
936	999	1,000	72600 CLEANING & SANITARY SUPPLIES		1,000	1,000	1,000
6,618	3,804	8,500	73000 SOIL/SAND/GRAVEL		10,000	10,000	10,000
0	0	7,600	73420 CREDIT CARD PROCESSING FEE		9,500	9,500	9,500
8,838	11,859	2,000	73600 MISC. SUPPLIES & EXPENSE		4,000	4,000	4,000
2,563	2,210	2,000	74100 PROFESSIONAL ASSOC. DUES		2,000	2,000	2,000
408	1,138	1,000	74200 EDUCATION & REGISTRATION FEES		2,500	2,500	2,500
369	0	1,500	74210 TRAVEL & SUBSISTENCE		2,000	2,000	2,000
155,861	202,419	224,300	TOTAL MATERIALS AND SERVICES		258,385	258,385	266,185
477,315	550,363	702,035	TOTAL EXPENDITURES		793,970	793,970	801,770



WASTEWATER INTERNAL SUPPORT DEPARTMENT

FUND/DEPARTMENT #: 302-395

OVERVIEW

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

DEPARTMENT OPERATIONAL OBJECTIVES

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

FOCUS AND GOALS – FISCAL YEAR 2022-23

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

City of Cottage Grove Fiscal Year 2022-23 Budget

WASTEWATER FUND: Internal Support Department 302-395

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	2022-23 PROPOSED	2022-23 APPROVED	2022-23 ADOPTED
MATERIALS & SERVICES						
459	0	1,000	70030 ADVERTISING	1,000	1,000	1,000
7,000	7,311	4,230	70100 AUDIT EXPENSE	4,270	4,270	4,270
65,931	81,517	77,875	70400 INSURANCE & BONDS	99,500	99,500	99,500
1,065	888	3,000	71000 CONTRACTUAL SERVICES	1,000	1,000	1,000
455	561	500	71012 EMAIL & WEB SERVICES	500	500	500
0	0	0	71570 COMPUTER SOFTWARE/SUPPORT	30,450	30,450	30,450
1,128	1,171	750	71600 POSTAGE	1,000	1,000	1,000
3,902	3,878	5,000	71610 UTILITY BILLING POSTAGE	5,000	5,000	5,000
6,355	7,830	10,000	72000 COMPUTER HARDWARE & SUPPLIES	5,340	5,340	5,340
392	535	1,000	72010 OFFICE SUPPLIES	1,500	1,500	1,500
166	179	300	72030 BOOKS, MAPS & PERIODICALS	300	300	300
0	0	0	72055 SAFETY & APPRECIATION AWARDS	2,650	2,650	2,650
625	115	1,000	72100 MINOR EQUIPMENT-TOOLS	500	500	500
9,251	10,046	11,000	73220 NDPES DISCHARGE PERMIT	5,000	5,000	5,000
0	0	500	74000 PROGRAM FEES & DUES	500	500	500
2,335	3,242	3,000	74100 PROFESSIONAL ASSOCIATION DUES	4,000	4,000	4,000
3,815	4,586	3,000	74200 EDUCATION & REGISTRATION FEES	3,000	3,000	3,000
741	0	1,000	74210 TRAVEL & SUBSISTENCE	1,000	1,000	1,000
19	598	500	74300 EMPLOYEE MEDICAL EXAMS & TESTS	500	500	500
0	0	1,000	76010 RODENT CONTROL	1,000	1,000	1,000
2,500	2,500	2,500	76133 WATERSHED COUNCIL	2,500	2,500	2,500
69,045	69,145	69,205	79900 ADMINISTRATION FEE	75,150	75,150	75,150
20,000	20,000	20,000	79910 ENGINEERING SERVICE FEES	20,000	20,000	20,000
195,185	214,100	216,360	TOTAL MATERIALS & SERVICES	265,660	265,660	265,660
105,348	108,976	107,705	90217 TRANSFER TO DEBT SERVICE	109,450	109,450	109,450
50,000	59,000	325,000	90235 TRANSFER TO WW RESERVE FUND	100,000	100,000	84,600
155,348	167,976	432,705	TOTAL TRANSFERS	209,450	209,450	194,050
0	0	398,975	99000 CONTINGENCY	102,265	102,265	102,265
670,681	737,301	0	99020 ENDING BALANCE	0	0	0
670,681	737,301	398,975	TOTAL ENDING BALANCE	102,265	102,265	102,265
1,021,214	1,119,377	1,048,040	TOTAL EXPENDITURES	577,375	577,375	561,975
2,684,777	2,945,005	3,075,840	TOTAL WASTEWATER FUND EXPENDITURES	2,885,145	2,885,145	2,885,145

STORM DRAIN UTILITY

FUND/DEPARTMENT #: 402-420

OVERVIEW

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

DEPARTMENT OPERATIONAL OBJECTIVES

- Complete minor repairs to the system infrastructure
- Clean storm drainage mainlines, catch basins, inlets and drainage channels
- Respond to underground locate requests and identify underground utilities
- Separate cross connections (storm water connected to sanitary sewer) when possible and reconnect to appropriate system.
- Complete and adopt new Storm Drain Utility code.
- Complete and Adopt Low Impact Design Standards for onsite storm drainage treatment.
- Install filters into existing storm drain catch basins.
- Replace storm drainage lines on Bryant Street and one on Gateway Blvd.

FOCUS AND GOALS – FISCAL YEAR 2022-23

- Work on removing storm water from the wastewater collection lines.
- Screen street sweeper tailings and leaf piles to create a soil amendment for City projects.

PRIMARY ACCOMPLISHMENTS – FISCAL YEAR 2021-22

- City Council adopted Erosion Control Code. Staff implemented the new code.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2021-22

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

PERSONNEL

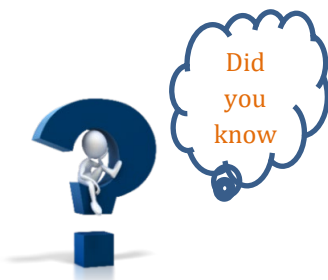
POSITION	GROUP	SALARY RANGE	2021 FTE	2022 FTE	2023 FTE
Public Works & Dev. Director	Exempt	\$99,048-\$126,408	0.10	0.10	0.10
City Engineer	Exempt	\$81,252-\$103,704	0.08	0.08	0.04
Fleet & Facilities Manager	Exempt	\$73,524-\$93,828	0.08	0.08	0.08
Utilities Maintenance Supervisor	Exempt	\$73,524-\$93,828	0.14	0.14	0.14
Utility Maintenance Worker 1, 2 & 3	Laborers	\$44,940-\$68,472	1.55	1.69	1.69
Utility Billing Specialist	General	\$45,948-\$58,632	0.05	0.05	0.05
Administrative Aide	General	\$39,468-\$50,376	0.13	0.08	0.08
Building Permit Specialist/Code Compl	General	\$45,948-\$58,632	0.00	0.05	0.05
Finance Clerk	Exempt	\$18.83-\$24.03/hr	0.09	0.08	0.07
Temporary Worker	Exempt	\$15.83-\$20.20/hr	0.00	0.30	0.00
TOTAL FULL-TIME EQUIVALENT			2.22	2.65	2.30

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2017-18	Actual 2018-19	Actual 2019-20	Actual 2020-21
<i>Provide an effective conveyance of storm water</i>	<i>No. of service requests evaluated</i>	10	4	15	20
	<i>No. of plugged storm mains</i>	3	4	4	5
	<i>Feet of drainage channels cleaned</i>	3900'	1700'	1900'	1500'



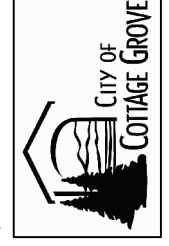
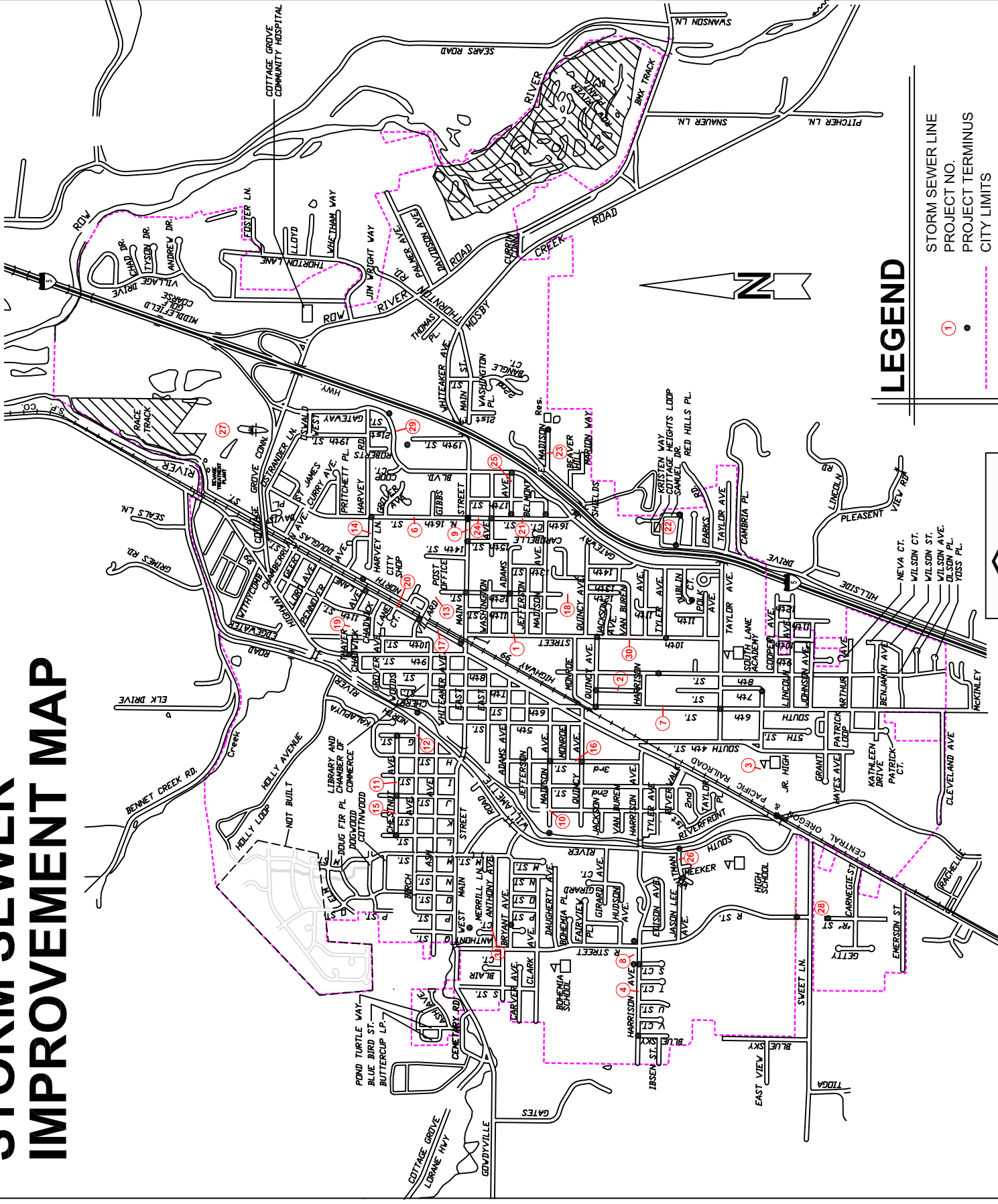
City crew replacing storm drainage line at City Shop



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 782 locate requests to locate the municipal lines prior to excavation work being performed.
- Average rainfall in Cottage Grove is 46 inches.

STORM SEWER IMPROVEMENT MAP



STORM DRAINAGE PROJECTS PROJECTED CAPITAL IMPROVEMENT NEEDS

Map No.	Project	Total Costs (5/2022 \$)	Map No.	Project	Total Costs (5/2022 \$)
1	Along 10th St. & Washington Ave. Between Quincy Ave. & Main St.— Completed FY 12-13	0	16	Along S. 3rd St. between Quincy Ave. and Madison Ave.— Completed FY 13-14	0
2	Along S. 8th St. between Harrison Ave. & Quincy Ave.— Completed FY14-15	0	17	Along Hwy. 99 from Whiteaker Ave. to Villard Ave.	654,069
3	Along Fillmore Ave. between S. 8th St. and Hwy. 99 Portion Completed FY 16-17 Remaining Portion Completed FY 20-21	0	18	Along S. 12th St. between Dublin and Adams Ave.	2,305,430
4	Along Harrison Ave. between Blue Sky Drive and S. "S" St.	527,422	19	West of Hwy. 99 from Thayer Ave. N. wards to N. 9th St.	1,193,032
5	Along Quincy Ave. between S. 8th St. and S. 10th St.— Completed FY 11-12	0	20	Along Hwy. 99 from Villard Ave. to Thayer Ave.	412,465
6	Along N. 16th St. between Main St. & Harvey Rd.	1,384,727	21	Along S. 16th St. from I-5/S. 16th to Washington Ave.	547,955
7	Along S. 6th St. between Taylor Ave. and Quincy Ave.	913,209	22	East of I-5 between Parks Rd. and Shields Cemetery	228,265
8	Along S. property line of Bohemia School between S. "S" St. and about 135 feet east of S. "R" St.	293,012	23	Along E. Madison Ave. from about 850 ft. east of I-5 to S. 16th/Madison Ave.	616,600
9	Along Main St. between 15th St. and 16th St.	155,424	24	Along S. 16th between Washington Ave. and Main St.	175,807
10	Along Madison Ave. from S. 3rd St. to Coast Fork of Willamette River	673,853	25	Along Adams Ave. between Gateway Blvd. and S. 16th St.	410,967
11	Along Chestnut between N. "J" St. and N. "G" St.	527,422	26	Along Jason Lee Ave. from Whitmain Blvd to the Coast Fork of Willamette River	473,766
12	Along Birch between N. "G" St. and Coast Fork of Willamette River	324,187	27	N. Regional Park Ditch Cleaning	721,365
13	East of I-5 from Main/12th St. to Villard Ave.	1,193,032	28	South R Street Extension Sweet Lane to Industrial Park	60,517
14	Along Harvey Rd. between N. 16th and Hwy. 99	893,725	29	Replace 36" CMP pipe through Double-H development and along Gateway Blvd.— Completed FY 21-22	0
15	Along Chestnut between N. "L" St. and N. "J" St.	274,128	30	Upsize 12" pipe on South 10th Street from Quincy Avenue to Tyler Avenue	141,027
			31	Replace backlot Storm Drainage line from Bryant to Silk Creek	327,051
	PROJECT IDENTIFIED ON MASTER PLAN BUDGETED THIS FISCAL YEAR			Miscellaneous Projects	1,648,663

TOTAL OF ESTIMATED COSTS NOT FUNDED = \$17,077,120



City of Cottage Grove Fiscal Year 2022-23 Budget

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

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	FTE	2022-23 PROPOSED	2022-23 APPROVED	2022-23 ADOPTED
REVENUE							
150,102	191,885	180,000	41010 CARRYOVER		84,500	84,500	84,500
400,735	401,557	400,000	45050 STORM DRAINAGE FEES		400,000	400,000	400,000
12,064	5,728	0	51120 FEDERAL GRANTS		0	0	0
3,575	1,329	2,000	53200 INTEREST INCOME		500	500	500
11	32	100	54010 CREDIT BUREAU		100	100	100
0	4,894	1,000	54050 AUCTION PROCEEDS		1,000	1,000	1,000
667	2,412	500	54060 MISCELLANEOUS REVENUE		500	500	500
567,154	607,838	583,600	TOTAL REVENUE		486,600	486,600	486,600
EXPENDITURES							
PERSONNEL SERVICES							
2,558	2,635	2,750	60240 UTILITIES BILLING SPECIALIST	0.05	2,375	2,375	2,375
2,193	2,577	3,720	60250 FINANCE CLERK	0.07	2,795	2,795	2,795
10,744	11,445	11,875	60299 PUBLIC WORKS/DEVEL. DIRECTOR	0.10	12,695	12,695	12,695
0	0	2,150	60317 BLDG PERMIT SPCLST/CODE COMPL	0.05	2,395	2,395	2,395
6,478	6,788	3,820	60410 ADMINISTRATIVE AIDE	0.08	4,080	4,080	4,080
7,310	7,641	8,150	60430 CITY ENGINEER	0.04	4,360	4,360	4,360
10,138	10,866	11,785	60440 UTILITIES MAINT. SUPERVISOR	0.14	13,145	13,145	13,145
5,451	6,345	9,610	60450 FLEET & FACILITIES MANAGER	0.08	7,510	7,510	7,510
81,100	82,337	93,490	60480 UTILITY MAINTENANCE WORKER	1.69	102,115	102,115	102,115
0	0	7,960	61000 TEMPORARY WORKER	0.00	0	0	0
656	1,129	1,000	61100 OVERTIME PAY		1,000	1,000	1,000
3,374	1,461	3,165	62010 WORKERS' COMPENSATION		1,620	1,620	1,620
126	133	310	62020 UNEMPLOYMENT		1,820	1,820	1,820
9,478	9,873	12,875	62030 FICA		13,095	13,095	13,095
51	53	65	63010 LIFE INSURANCE		65	65	65
23,321	24,022	38,100	63020 RETIREMENT		39,100	39,100	39,100
488	503	1,435	63030 DISABILITY INSURANCE		1,415	1,415	1,415
41,373	41,973	50,710	63040 HEALTH INSURANCE		48,390	48,390	48,390
734	699	825	63050 DEFERRED COMPENSATION		540	540	540
0	0	0	63060 PAID FAM. MED. LEAVE INS.		305	305	305
205,573	210,480	263,795	TOTAL PERSONNEL SERVICES	2.30	258,820	258,820	258,820
MATERIALS & SERVICES							
0	0	0	70030 ADVERTISING		500	500	500
1,000	688	945	70100 AUDIT EXPENSE		955	955	955
4,854	5,223	6,235	70400 INSURANCE & BONDS		6,235	6,235	6,235
9,759	15,119	10,000	71000 CONTRACTUAL SERVICES		3,375	3,375	3,375
570	697	250	71012 EMAIL & WEB SERVICES		250	250	250
0	0	0	71210 CLOTHING		500	500	500
369	971	1,500	71500 ELECTRICITY		1,000	1,000	1,000
1,652	1,598	2,100	71520 TELEPHONE/MOBILE DEVICES		3,380	3,380	3,380
1,592	2,113	2,000	71530 NATURAL GAS		2,000	2,000	2,000
2,455	12,879	12,500	71540 FUEL & LUBRICANTS		18,000	18,000	18,000
0	314	3,750	71550 LANDFILL FEES		1,000	1,000	1,000
0	0	500	71560 COMMUNICATIONS SERVICE		0	0	0
0	0	0	71570 COMPUTER SOFTWARE/SUPPORT		5,425	5,425	5,425
252	256	250	71600 POSTAGE		250	250	250
1,527	1,518	2,000	71610 UTILITY BILLING POSTAGE		2,000	2,000	2,000
1,049	1,154	1,000	71700 BUILDING MAINT. & REPAIR		1,000	1,000	1,000
1,983	22,927	17,500	71710 EQUIPMENT MAINT. & REPAIR		5,000	5,000	5,000
1,137	398	1,000	71720 VEHICLE MAINT. & REPAIR		5,000	5,000	5,000
1,757	2,026	500	72000 COMPUTER HARDWARE & SUPPLIES		500	500	500
24	1,428	100	72010 OFFICE SUPPLIES		100	100	100

City of Cottage Grove Fiscal Year 2022-23 Budget

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

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	2022-23 FTE	2022-23 PROPOSED	2022-23 APPROVED	2022-23 ADOPTED
0	0	0	72055 SAFETY & APPRECIATION AWARDS		1,100	1,100	1,100
6,752	2,760	7,500	72100 MINOR EQUIPMENT & TOOLS		2,500	2,500	2,500
31	31	1,000	72120 EQUIPMENT RENTAL & LEASE		500	500	500
524	211	200	72600 CLEANING & SANITARY SUPPLIES		250	250	250
1,867	7,414	2,000	73000 SOIL-SAND-GRAVEL		2,000	2,000	2,000
952	345	2,000	73010 ASPHALT & CONCRETE		1,000	1,000	1,000
355	0	5,000	73020 STORM PIPE		5,000	5,000	5,000
3,555	4,180	4,000	73420 CREDIT CARD PROCESSING FEE		6,900	6,900	6,900
2,428	4,272	2,575	73600 MISCELLANEOUS SUPPLIES		3,000	3,000	3,000
0	0	500	74000 PROGRAM FEES AND DUES		500	500	500
20,105	21,445	23,370	79900 ADMINISTRATIVE FEE		27,240	27,240	27,240
20,000	20,000	20,000	79910 ENGINEERING FEES		20,000	20,000	20,000
86,549	129,967	130,275	TOTAL MATERIALS & SERVICES		125,960	125,960	126,460
0	50,455	51,000	90203 TRANSFER TO STREET FUND		40,000	40,000	40,000
3,147	3,272	3,445	90217 TRANSFER TO DEBT SERVICE		3,590	3,590	3,590
80,000	83,985	84,930	90236 TRANSFER TO STORM DRAIN RES		0	0	0
83,147	137,712	139,375	TOTAL TRANSFERS		43,590	43,590	43,590
0	0	50,155	99000 CONTINGENCY		58,230	58,230	57,730
191,885	129,679	0	99020 ENDING BALANCE		0	0	0
0	0	0	TOTAL ENDING FUND BALANCE		0	0	0
567,154	607,838	583,600	TOTAL EXPENDITURES		486,600	486,600	486,600

INDUSTRIAL PARK OPERATIONS

FUND/DEPARTMENT #: 502-520

OVERVIEW

The Industrial Park Operations Fund is set up to administer the development and sale or lease of industrial lots that were created by the City in the late 1990s. The fund receives revenues from the sale or lease of land. Expenditures are made to maintain those properties owned by the City, for maintenance of the wetland located on the easterly portion of the industrial park, and for paying the debt for the development of the industrial park. At the October 22, 2018 City Council Meeting, the Council approved the purchase of an additional 16 acres immediately adjacent to the Industrial Park for additional development.

DEPARTMENT OPERATIONAL OBJECTIVES

- Sell the properties still in City ownership.
- Maintain open space and wetland areas.
- Provide wetland mitigation in conjunction with the construction of 'R' Street.

FOCUS AND GOALS – FISCAL YEAR 2022-23

- Design improvements for new property to be incorporated into the Industrial Park.
- Work closely with Cottage Grove Community Development Corporation, Chamber of Commerce, Lane County, and Business Oregon to market available space within the park.
- List remaining properties with a real estate broker.
- Make scheduled debt payments.

PRIMARY ACCOMPLISHMENTS – FISCAL YEAR 2021-22

- Sold 3 industrial park properties totaling 9.36 acres.



City of Cottage Grove Fiscal Year 2022-23 Budget

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

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	2022-23 PROPOSED	2022-23 APPROVED	2022-23 ADOPTED
REVENUE						
220,534	118,644	875,000	41010 CARRYOVER	25,000	25,000	25,000
3,219	440	300	53200 INTEREST INCOME	100	100	100
0	0	0	54060 MISCELLANEOUS REVENUE	0	0	0
0	0	0	54300 SALE OF PROPERTY	775,000	775,000	860,000
0	0	0	54400 LOAN PROCEEDS	0	0	0
223,754	119,083	875,300	TOTAL REVENUE	800,100	800,100	885,100
EXPENDITURES						
MATERIAL & SERVICES						
948	0	75,000	71000 CONTRACTUAL SERVICES	75,000	75,000	75,000
10	0	80	79900 ADMINISTRATIVE FEE	0	0	0
958	0	75,080	TOTAL MATERIALS & SERVICES	75,000	75,000	75,000
CAPITAL OUTLAY						
0	0	0	82000 LAND ACQUISITION	0	0	0
104,151	102,751	101,370	90217 TRANSFER TO DEBT SERVICE	79,890	79,890	79,890
0	0	0	90236 TRANSFER TO STRM DRAIN RESERVE	0	0	85,000
0	0	698,850	99000 CONTINGENCY	645,210	645,210	645,210
118,645	16,332	0	99020 ENDING BALANCE	0	0	0
223,754	119,083	875,300	TOTAL EXPENDITURES	800,100	800,100	885,100