

**CITY OF COTTAGE GROVE**

**ENTERPRISE FUNDS BUDGET SUMMARY**

<b>FUND/DEPARTMENT</b>	<b>FY2012-13 ACTUAL</b>	<b>FY2013-14 ACTUAL</b>	<b>FY2014-15 ACTUAL</b>	<b>FY 15-16 BUDGETED</b>	<b>FY 16-17 ADOPTED</b>
Water Fund					
Water Distribution	751,030	774,710	830,282	923,455	943,640
Water Production	513,438	517,917	539,220	612,390	623,380
Non-Departmental	234,422	181,309	349,418	624,160	587,500
<b>Total Water Fund</b>	<b>1,498,890</b>	<b>1,473,936</b>	<b>1,718,920</b>	<b>2,160,005</b>	<b>2,154,520</b>
Wastewater Fund					
Wastewater Collection	300,264	296,302	306,029	337,505	347,290
Wastewater Treatment Plant	577,357	574,845	691,348	731,175	753,100
Middlefield Golf Course	425,279	408,351	446,873	456,835	464,320
Non-Departmental	153,262	265,582	283,721	490,145	483,140
<b>Total Wastewater Fund</b>	<b>1,456,162</b>	<b>1,545,080</b>	<b>1,727,971</b>	<b>2,015,660</b>	<b>2,047,850</b>
Storm Drain Utility Fund	<b>203,576</b>	<b>229,104</b>	<b>228,898</b>	<b>428,005</b>	<b>409,530</b>
Industrial Park Operations Fund	<b>108,233</b>	<b>102,119</b>	<b>88,624</b>	<b>92,450</b>	<b>128,700</b>
<b>Total Enterprise Funds</b>	<b>3,266,861</b>	<b>3,350,239</b>	<b>3,764,413</b>	<b>4,696,120</b>	<b>4,740,600</b>



**City of Cottage Grove  
Fiscal Year 2016-17 Budget**

**202-000 WATER FUND  
REVENUE**

2013-14 ACTUAL	2014-15 ACTUAL	2015-16 Budget	DESCRIPTION	2016-17		
				PROPOSED	APPROVED	ADOPTED
447,176	592,060	521,370	41010 CARRYOVER	505,415	505,415	505,415
			CHARGES FOR SERVICES			
1,526,226	1,544,812	1,594,885	45010 SALE OF WATER	1,608,605	1,608,605	1,608,605
40,713	44,579	30,000	45020 SERVICE CONNECTION FEES	30,000	30,000	30,000
13,216	14,933	4,000	45030 INSTALLATION FEES	3,000	3,000	3,000
<b>1,580,155</b>	<b>1,604,324</b>	<b>1,628,885</b>	TOTAL CHARGES FOR SERVICES	<b>1,641,605</b>	<b>1,641,605</b>	<b>1,641,605</b>
3,011	4,882	1,500	53200 INTEREST INCOME	3,000	3,000	3,000
			MISCELLANEOUS REVENUE			
3,126	1,306	1,000	54010 CREDIT BUREAU	750	750	750
475	1,351	250	54050 AUCTION PROCEEDS	750	750	750
32,862	40,722	7,000	54060 MISCELLANEOUS REVENUE	3,000	3,000	3,000
<b>36,463</b>	<b>43,379</b>	<b>8,250</b>	TOTAL MISCELLANEOUS REVENUE	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>
<b>2,066,806</b>	<b>2,244,645</b>	<b>2,160,005</b>	<b>TOTAL REVENUE</b>	<b>2,154,520</b>	<b>2,154,520</b>	<b>2,154,520</b>



**DEPARTMENT: WATER DISTRIBUTION**

**OVERVIEW**

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

**OPERATIONAL OBJECTIVES**

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

**BUDGET YEAR OBJECTIVES**

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

**MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2015-16**

- Assisted Contractor in connecting the new 8" water line on Row River Road, including 3 water taps.
- Partnered with South Lane County Fire and Rescue to install Storz fittings on the major port on fire hydrants. Also installed a fire hydrant at the Fire Department training yard.
- Replaced a 2" water pipe on South 4<sup>th</sup> Street with 250' of 12" pipe.
- Replaced 600' of 2" water pipe with 8" on Hayes Avenue.
- Replaced 600' of 2" water pipe with 8" on Ash Avenue.

## SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2015-16

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

### FULL-TIME EQUIVALENT POSITIONS

Position	Adopted 2013-14	Adopted 2014-15	Adopted 2015-16	Adopted 2016-17
Utilities Clerk	0.53	0.53	0.53	0.53
Finance Clerk	0.24	0.18	0.18	0.21
Public Works Director	0.25	0.25	0.25	0.25
Administrative Aide	0.35	0.35	0.83	0.83
Clerical Assistant	0.48	0.48	-	-
City Engineer	0.21	0.21	0.21	0.21
Utilities Maint. Supervisor	0.50	0.50	0.50	0.50
Fleet & Facilities Manager	0.40	0.40	0.40	0.40
Utility Maintenance Workers	4.29	4.28	4.28	4.28
	7.25	7.18	7.18	7.21

## PERFORMANCE MEASUREMENTS

Strategy	Measure	Actual 2012-13	Actual 2013-14	Actual 2014-15	Estimate 2015-16
Provide customers high quality drinking water	No. of backflow devices	1,343	1,370	1,430	1,471
	No. of backflow inspections	150	120	110	90
	No. of service requests evaluated	142	152	160	136
	No. of repairs on distribution system	132	97	107	102
Provide contractors and public with pertinent information as it relates to water distribution system	No. of locates	553	595	715	665
	Promotion of "call before you dig" service	√	√	√	√



## DID YOU KNOW?

### Water Distribution Facts:

- Provides maintenance and operation of approximately 49 miles of water mains ranging in size from 2-inches to 18-inches in diameter.
- The water distribution system network contains two reservoirs with a storage capacity of 4.3 million gallons.
- Three pressure booster pump stations to serve customers at: Taylor Avenue / Parks Road / Cambria Place, Cottage Heights and Hidden Valley Estates II subdivisions.
- 431 fire hydrants within the distribution system (407 public and 24 private).
- There are 3,897 metered water service connections (3,781 active accounts as of April, 2016 billing and approximately 116 accounts idle).
- 45 fire service connections.
- One pressure regulating station

### From July 1, 2015 through April, 2016:

- 34 existing water meters were replaced because they were old, stopped, fogged, damaged, or unable to be read.
- 659 customers were shut-off for non-payment of their bill. Water service was then turned back on when the past due balances were paid.
- 1268 requests to turn water on or off were received from customers.
- 120 customer leaks were field checked.
- There are 1,393 private backflow devices throughout the municipal water system. There are an additional 78 devices on city buildings and parks water services, for a total of 1471.

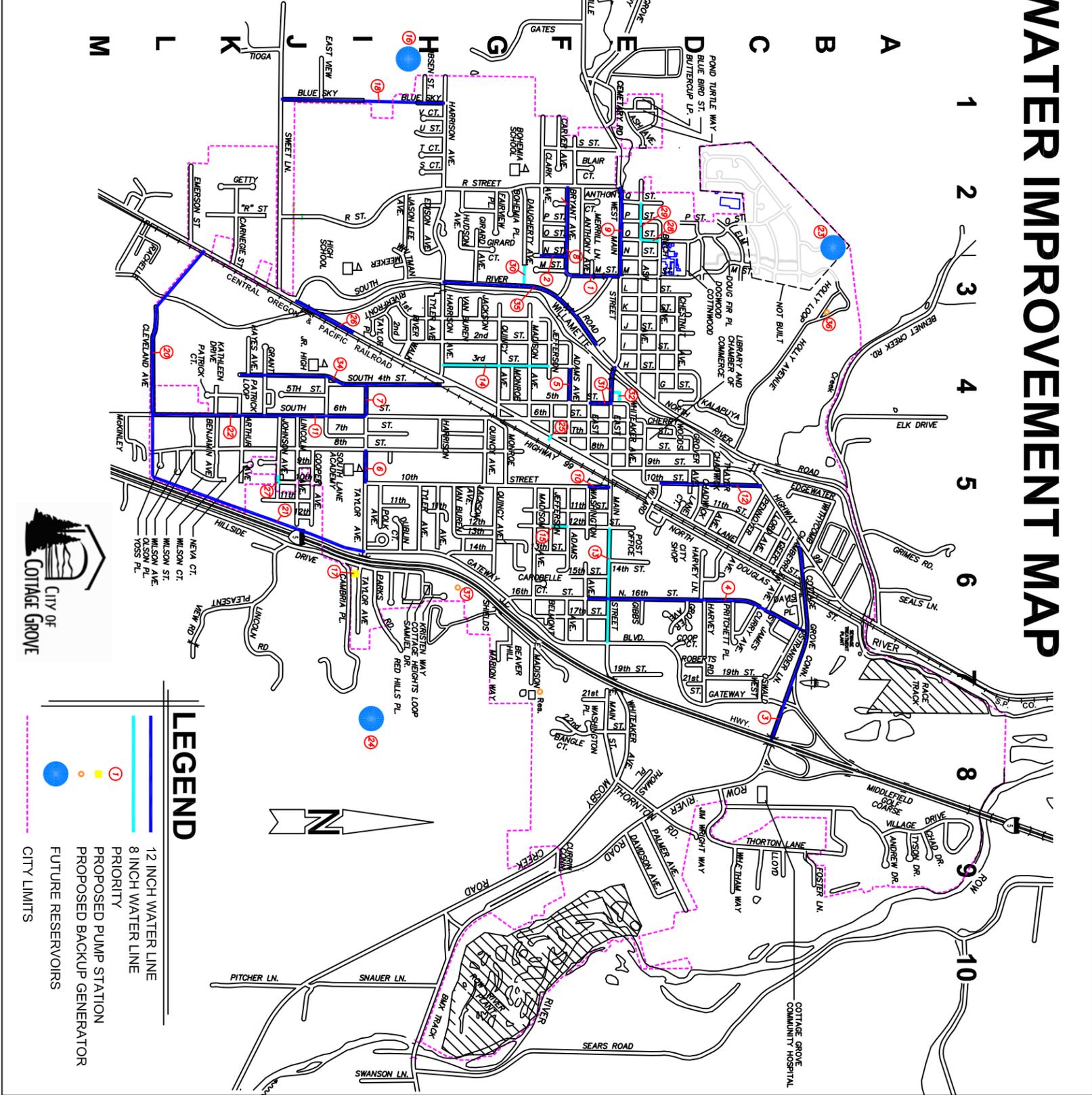


Water Line Replacement at Ash and P  
March, 2016



# WATER IMPROVEMENT MAP

12/09



## WATER PROJECTS PROJECTED CAPITAL IMPROVEMENT NEEDS

Map No.	Project	Total Costs (4/2010 \$)	Map No.	Project	Total Costs (4/2010 \$)
1	12 inch on "M" St. from Main - Bryant	58,400	18	12" on Blue Sky from Harrison - Sweet Lane	165,700
2	12" on "N" St. from Bryant - Clark	3,100	19	<del>12" on Sweet Lane from Hwy 99</del> <del>to Blue Sky Dr. Completed FY 11-12</del>	0
3	12" on Cottage Grove Com. From Hwy 99 to Row River Rd.	164,900	20	12" on Cleveland Ave. from Hwy. 99 to I-5	308,000
4	12" on 16th St. from Cottage Grove Com. to Washington Ave.	304,900	21	12" along west side of I-5	276,900
5	12" on Washington Ave. from 3rd - 5th	46,700	22	12" on S. 6th from Grant - Cleveland	140,800
6	12" on Taylor from 8th - 10th	41,200	25	<del>12" on Taylor from 4th - 6th</del> <del>Completed FY 13-14</del>	0
7	12" on Taylor from 4th - 6th	38,900	26	Ewy 99 from S. River Rd. to River Walk Subdivision	65,700
8	12" on Bryant from "R" - "M"	98,000	27	10th St. & Johnson Ave.	5,800
9	12" on Main St. from "R" - "M"	106,700	28	N. "O" St. from Ash - Birch	11,100
10	<del>12" on 10th St. Washington - Main</del> <del>Completed FY 12-13</del>	0	29	<del>Ash Ave. from "O" - "Q"</del> <del>Completed FY 15-16</del>	0
11	12" on 6th St. from Taylor - Grant	87,900	30	Daugherty Ave. Loop	14,700
12	8" on 10th St. from Villard - Hwy. 99 to Gateway Blvd.	88,800	31	N. River Rd./Main St. across bridge to S. 5th St./Washington	201,300
13	8" on Main St. from 12th St. to Gateway Blvd.	96,900	32	Loop 8-inch at City Hall	27,800
14	<del>8" on 3rd St. from Harrison - Jefferson</del> <del>Completed FY 13-14</del>	0	33	<del>Replace 14 inch transmission main to Subwaters Park Completed FY 11-12</del>	0
15	8" on 12th St. from Jefferson - Adams	10,100	34	Replace 10" AC line on S. 4th St. Portion Completed FY 15-16	314,200
16	8" Valves	18,200	35	S. River Rd. from Nellis - Harrison	237,100
17	New 3.1 MG Reservoir (West Side)	3,014,300	36	Backup generator at Holly Pump Station	36,900
18	New Taylor St. Pump Station	650,000	37	<del>Backup generator at Hansen Pump Station</del> <del>Project Deleted</del>	0
23	New 1.25 MG Reservoir (McFarland Butte)	1,215,500			
24	New 1.05 MG Reservoir (Knox Hill)	1,021,000			

**Legend:**  
 12 INCH WATER LINE  
 8 INCH WATER LINE  
 PRIORITY  
 PROPOSED PUMP STATION  
 PROPOSED BACKUP GENERATOR  
 FUTURE RESERVOIRS  
 CITY LIMITS

**Additional Information:**  
 Add an addition 2 MGD Capacity to Water Treatment Plant  
 PROJECT IDENTIFIED ON MASTER PLAN  
 BUDGETED THIS FISCAL YEAR

**TOTAL OF ESTIMATED COSTS NOT FUNDED = \$19,064,800**



**City of Cottage Grove  
Fiscal Year 2016-17 Budget**

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

2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	DESCRIPTION	2016-17		
				PROPOSED	APPROVED	ADOPTED
<b>PERSONNEL SERVICES</b>						
22,160	23,163	17860	60240 UTILITIES CLERK - 0.53 FTE	20,985	20,985	20,985
4,526	3,776	8275	60250 FINANCE CLERK -0.18 FTE	6,970	6,970	6,970
22,501	22,851	23175	60400 PUBLIC WORKS DIRECTOR - 0.25 FTE	23,640	23,640	23,640
15,176	15,858	36630	60410 ADMINISTRATIVE AIDE - 0.83 FTE	38,270	38,270	38,270
19,103	19,871	0	60420 CLERICAL ASSISTANT - 0.00 FTE	0	0	0
15,873	16,584	16770	60430 CITY ENGINEER - 0.21 FTE	17,105	17,105	17,105
33,891	35,167	35655	60440 UTILITIES MAINT. SUPERVISOR - 0.50 FTE	36,370	36,370	36,370
28,017	28,503	28900	60450 FLEET & FACILITIES MANAGER - 0.40 FTE	29,475	29,475	29,475
221,691	234,585	237055	60480 UTILITY MAINTENANCE WORKER - 4.28 FTE	232,740	232,740	232,740
628	821	4800	61100 OVERTIME	4,800	4,800	4,800
6,720	10,785	12605	62010 WORKERS' COMPENSATION	11,735	11,735	11,735
2,664	1,965	2050	62020 UNEMPLOYMENT	825	825	825
28,871	29,469	31300	62030 FICA	31,395	31,395	31,395
288	284	290	63010 LIFE INSURANCE	285	285	285
64,496	63,330	75135	63020 RETIREMENT	73,000	73,000	73,000
1,853	1,511	2265	63030 DISABILITY INSURANCE	2,230	2,230	2,230
131,247	132,794	149890	63040 HEALTH INSURANCE	155,815	155,815	155,815
619,706	641,316	682,655	<b>TOTAL PERSONNEL SERVICES</b>	<b>685,640</b>	<b>685,640</b>	<b>685,640</b>
<b>MATERIALS AND SERVICES</b>						
15,829	29,204	25000	71000 CONTRACTUAL SERVICES	25,000	25,000	25,000
729	1,374	1500	71210 CLOTHING ALLOWANCE	1,500	1,500	1,500
20,389	21,535	22000	71500 ELECTRICITY	22,000	22,000	22,000
7,096	6,633	8000	71520 TELEPHONE	8,000	8,000	8,000
1,878	951	2500	71530 NATURAL GAS	2,000	2,000	2,000
12,951	13,041	16000	71540 FUEL & LUBRICANTS	16,000	16,000	16,000
1,395	1,351	1500	71560 COMMUNICATIONS SERVICE	1,800	1,800	1,800
1,052	2,041	4000	71700 BUILDING MAINT. & REPAIR	4,300	4,300	4,300
19,047	17,463	18300	71710 EQUIPMENT MAINT. & REPAIR	18,500	18,500	18,500
6,813	3,062	7500	71720 VEHICLE MAINT. & REPAIR	10,000	10,000	10,000
0	598	400	71730 RADIO MAINT. & REPAIR	400	400	400
239	190	500	72000 COMPUTER SERVICE & SUPPLIES	500	500	500
0	204	800	72010 OFFICE SUPPLIES	800	800	800
3,405	4,717	7000	72100 MINOR EQUIPMENT & TOOLS	20,000	20,000	20,000
0	0	5000	72120 EQUIP. RENTAL & LEASE	5,000	5,000	5,000
361	616	1000	72400 LAB TESTS & SUPPLIES	1,000	1,000	1,000
0	0	1000	72410 TREATMENT CHEMICALS	1,000	1,000	1,000
1,758	2,244	1600	72510 SAFETY EQUIPMENT	2,000	2,000	2,000
1,510	1,364	1200	72600 CLEANING SUPPLIES	1,200	1,200	1,200
6,205	4,237	10000	73000 SAND & GRAVEL	10,000	10,000	10,000
974	202	3000	73010 ASPHALT & CONCRETE	3,000	3,000	3,000
34,694	46,802	65000	73100 WATER PIPE & APPURTENACES	65,000	65,000	65,000
3,380	13,236	15000	73110 HYDRANTS	15,000	15,000	15,000
8,442	7,410	15000	73120 WATER METERS	15,000	15,000	15,000
6,859	10,491	8000	73600 MISC. SUPPLIES & EXPENSE	9,000	9,000	9,000
0	0	0	74300 EMPLOYEE MEDICAL EXAMS & TESTS	0	0	0
155,004	188,966	240,800	<b>TOTAL MATERIALS AND SERVICES</b>	<b>258,000</b>	<b>258,000</b>	<b>258,000</b>
<b>774,710</b>	<b>830,282</b>	<b>923,455</b>	<b>TOTAL EXPENDITURES</b>	<b>943,640</b>	<b>943,640</b>	<b>943,640</b>



**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, 3 finished water booster pumping stations and 14 water quality sampling stations.

Water Production also monitors, protects, and influences watershed management, in conjunction with Federal, State and Local agencies and private landowners. 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 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 certificating the water rights for the Row River Water Treatment Plant.
- Be an active and supportive member of the Northwest Membrane Operator Association.
- Attend trainings for advanced operations of membrane filtration water treatment facilities.
- Be an active & supportive member of the AWWA-PNWS local Cascade to Coast Subsection.
- Investigate opportunities to improve processing operations at the water treatment plant.
- Work with the Distribution System personnel in the development of a Distribution System Water Quality Monitoring Plan and ultimately a Distribution System Optimization Plan.
- Work with the City's contracted engineering firm in the design and replacement of the Taylor Avenue Booster Pump Station.
- Assist City Staff with the continued administration of the City's Drinking Water Protection Plan that has been approved by the Oregon Health Authority Drinking Water Services.
- Assist with the development of a new Water System Master Plan.
- Complete the 5 year cycle of cleaning the two finished water storage reservoirs on Knox Hill.

**MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2015-16**

- Participated in the ACOE and OWRD Willamette Basin Reservoir Storage Review Project.
- Installed pipe insulation onto outside pipes exposed to the weather to prevent freezing.
- Assisted with and participated in Northwest Membrane Operator Association Workshops.
- Assisted city staff with implementation of Phase I and Phase II of the City’s Drinking Water Protection Plan and attended the Plan’s first annual stakeholders meeting.

**SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2015-16**

- No significant changes being proposed.

**FULL-TIME EQUIVALENT POSITIONS**

<u>Position</u>	<u>Adopted 2013-14</u>	<u>Adopted 2014-15</u>	<u>Adopted 2015-16</u>	<u>Adopted 2016-17</u>
Public Works Director	0.15	0.15	0.15	0.15
Administrative Aide	0.05	0.05	0.05	0.05
Clerical Assistant	0.10	0.10	0.10	0.10
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	0.27	0.33	0.33	0.33
	<u>3.72</u>	<u>3.78</u>	<u>3.78</u>	<u>3.78</u>

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	Actual 2012	Actual 2013	Actual 2014	Actual 2015	Estimate 2016
Meet EPA's drinking water standards	Potable Water Produced (million gallons per year)	442	455	467	469	470
	Number of Consumer Confidence Reports distributed	4351	4,501	4,519	4,521	4,520
<b>Number of Samplings &amp; Testings Performed</b>						
Daily: (WTP)						
	Turbidity of filtered water every 4 hours		1,128	1,246	1,255	1,260
Daily: (EP)						
	Chlorine residual		365	365	365	366
	pH		365	365	365	366
	Temperature		365	365	365	366
Weekly: (DS)						
	Bacteriological 4 per week		212	208	208	208
	Chlorine residual		212	208	208	208
Monthly: (RWS)						
	Total and E.coli Bacteriological		12	12	12	12
Quarterly: (RWS)						
	Total Organic Carbon		4	4	4	4
Quarterly: (WTP)						
	Total Organic Carbon		4	4	4	4

## PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2013	Actual 2014	Actual 2015	Estimate 2016	
Meet EPA's drinking water standards	<b>Number of Samplings &amp; Testings Performed (cont.)</b>					
	Annually: (EP)					
		Nitrate	1	1	1	1
		Volatile Organics - regulated	23	23	23	23
		Volatile Organics - non-regulated	22	21	21	21
	Annually: (DS)					
		Trihalomethanes	48	32	8	8
		Holacetic Acids	60	40	10	10
	Every 3 years: (EP)					
		Synthetic Organic Chemicals	Due 2014	96	Due 2017	Due 2017
		Radionuclides - Gross Alpha	Due 2015	Due 2015	1	Due 2018
	Every 3 years: (DS)					
		Lead	Due 2015	Due 2015	39	Due 2018
		Cooper	Due 2015	Due 2015	39	Due 2018
		pH	Due 2015	Due 2015	14	Due 2018
	Every 6 years: (DS)					
		None Due	None Due	None Due	None Due	None Due
	Every 9 years: (EP)					
		Radionuclides - Radium 226/228	Due 2015	Due 2015	2	Due 2024
		Radionuclides - Uranium	Due 2015	Due 2015	1	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.
- Every 3 years, the Oregon Health Authority requires the City to test for the presence of lead and copper in drinking water. The City has no lead service lines. The only potential source of lead could be in home plumbing components installed between 1970 and 1985. The City has never exceeded the regulated action level for lead and copper.
- The Row River Water Treatment Plant received Second Place honors in the DJC 2009 Top Projects competition for public works infrastructure construction/design, in the \$5M to \$15M category.

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



**City of Cottage Grove  
Fiscal Year 2015-16 Budget**

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

2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	DESCRIPTION	2015-16		
				PROPOSED	APPROVED	ADOPTED
PERSONNEL SERVICES						
13,501	13,711	13905	60400 PUBLIC WORKS DIRECTOR - 0.15 FTE	14,185	14,185	14,185
2,199	2,298	6615	60410 ADMINISTRATIVE AIDE - 0.05 FTE	6,945	6,945	6,945
3,980	4,140	0	60420 CLERICAL ASSISTANT - 0.00 FTE	0	0	0
3,779	3,949	3995	60430 CITY ENGINEER - 0.05 FTE	4,075	4,075	4,075
3,502	3,563	3615	60450 FLEET & FACILITIES MANAGER - 0.05 FTE	3,685	3,685	3,685
67,158	69,384	70340	60460 WATER PRODUCTION SUPERVISOR - 1.0 FTE	71,755	71,755	71,755
113,665	117,765	117080	60480 UTILITY MAINTENANCE WORKER - 2.05 FTE	118,830	118,830	118,830
3,195	0	4765	61000 SEASONAL WORKER - 0.25 FTE	4,975	4,975	4,975
0	0	0	61010 REGULAR PART TIME WORKER 0 FTE	0	0	0
2,171	2,410	5500	61100 OVERTIME	5,500	5,500	5,500
4,281	7,226	8325	62010 WORKERS' COMPENSATION	7,890	7,890	7,890
1,470	1,063	1130	62020 UNEMPLOYMENT	460	460	460
15,993	15,998	17275	62030 FICA	17,590	17,590	17,590
143	141	145	63010 LIFE INSURANCE	145	145	145
35,328	34,879	46350	63020 RETIREMENT	47,145	47,145	47,145
974	809	1185	63030 DISABILITY INSURANCE	1,200	1,200	1,200
71,891	73,954	78165	63040 HEALTH INSURANCE	79,450	79,450	79,450
343,229	351,290	378,390	TOTAL PERSONNEL SERVICES	383,830	383,830	383,830
MATERIALS AND SERVICES						
9,637	10,445	15000	71000 CONTRACTUAL SERVICES	15,000	15,000	15,000
66,432	86,082	85000	71500 ELECTRICITY	85,000	85,000	85,000
10,475	11,086	13000	71520 TELEPHONE	13,000	13,000	13,000
5,689	2,869	6000	71540 FUEL & LUBRICANTS	6,000	6,000	6,000
335	357	400	71560 COMMUNICATIONS SERVICE	450	450	450
2,785	5,448	5000	71700 BUILDING MAINT. & REPAIR	5,500	5,500	5,500
29,459	13,384	22000	71710 EQUIPMENT MAINT. & REPAIR	22,000	22,000	22,000
14	1,990	2000	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
485	1,010	1500	72000 COMPUTER SERVICE & SUPPLIES	1,500	1,500	1,500
236	63	500	72010 OFFICE SUPPLIES	500	500	500
1,090	531	1800	72100 MINOR EQUIPMENT & TOOLS	1,800	1,800	1,800
0	0	1000	72120 EQUIPMENT RENTAL & LEASE	1,000	1,000	1,000
796	0	1500	72300 BUILDING SUPPLIES	1,500	1,500	1,500
9,212	17,365	25000	72400 LAB TESTS & SUPPLIES	25,000	25,000	25,000
35,893	35,889	50000	72410 TREATMENT CHEMICALS	55,000	55,000	55,000
0	165	300	72510 SAFETY EQUIPMENT	300	300	300
2,150	1,246	3000	73600 MISC. SUPPLIES & EXPENSE	3,000	3,000	3,000
174,688	187,931	234,000	TOTAL MATERIALS AND SERVICES	239,550	239,550	239,550
<b>517,917</b>	<b>539,220</b>	<b>612,390</b>	<b>TOTAL EXPENDITURES</b>	<b>623,380</b>	<b>623,380</b>	<b>623,380</b>

**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, Water ISAC (security), Oregon Lakes Association (harmful algae blooms info), and the American Public Works Association. Dues are also paid to the Oregon Water Utilities Council for representation in regard to water legislative issues.
- Training is provided for full-time employees that conduct the activities of the water utility.
- Fees are paid from this fund for water operator certification testing, licensing, and renewal.
- 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.

**SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2015-16**

- No significant budget changes proposed.

**City of Cottage Grove  
Fiscal Year 2016-17 Budget**

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

2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	DESCRIPTION	2016-17		
				PROPOSED	APPROVED	ADOPTED
<b>MATERIALS &amp; SERVICES</b>						
44	90	500	70030 ADVERTISING	500	500	500
339	331	2,500	70040 CONSUMER CONFIDENCE REPORT	750	750	750
4,505	3,731	4,140	70100 AUDIT EXPENSE	5,590	5,590	5,590
19,815	28,162	31,935	70400 INSURANCE & BONDS	34,690	34,690	34,690
0	0	0	71012 EMAIL & WEB SERVICES	470	470	470
846	844	1,200	71600 POSTAGE	1,200	1,200	1,200
13,598	12,592	13,500	71610 UTILITY BILLING POSTAGE	13,500	13,500	13,500
2,033	1,337	7,500	72000 COMPUTER PROGRAMS & SUPPLIES	9,000	9,000	9,000
2,580	1,880	3,000	72010 OFFICE SUPPLIES	3,000	3,000	3,000
0	506	750	72030 BOOKS, MAPS & PERIODICALS	750	750	750
15	488	200	73600 MISCELLANEOUS SUPPLIES	200	200	200
105	50	500	74000 PROGRAM FEES & DUES	500	500	500
3,709	4,808	7,500	74100 PROFESSIONAL ASSOCIATION DUES	7,500	7,500	7,500
6,948	4,604	7,500	74200 EDUCATION & REGISTRATION FEES	7,500	7,500	7,500
2,308	1,425	3,000	74210 TRAVEL & SUBSISTENCE	3,000	3,000	3,000
416	1,272	1,000	74300 EMPLOYEE MEDICAL EXAMS & TESTS	1,000	1,000	1,000
0	0	250	76133 WATERSHED COUNCIL	250	2,750	2,750
77,355	77,090	70,875	79900 ADMINISTRATION CHARGES	70,955	70,955	70,955
20,000	20,000	20,000	79910 ENGINEERING SERVICE FEES	20,000	20,000	20,000
154,617	159,209	175,850	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>180,355</b>	<b>182,855</b>	<b>182,855</b>
<b>CAPITAL OUTLAY</b>						
0	0	0	84010 WORK EQUIPMENT	1,000	1,000	1,000
			<b>TOTAL CAPITAL OUTLAY</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>DEBT SERVICE</b>						
2,486	2,452	2,580	90110-081 LOAN PAYMENT - PERS UAL	2,535	2,535	2,535
12,206	12,682	13,445	90111-083 LOAN INTEREST PAYMENT - PERS UAL	13,930	13,930	13,930
0	75	80	90115-000 LOAN TRUSTEE FEES	80	80	80
14,692	15,209	16,105	<b>TOTAL DEBT SERVICE</b>	<b>16,545</b>	<b>16,545</b>	<b>16,545</b>
<b>TRANSFERS</b>						
12,000	175,000	100,000	90232 TRANSFER TO WATER RESERVE FUND	90,000	90,000	90,000
12,000	175,000	100,000	<b>TOTAL TRANSFERS</b>	<b>90,000</b>	<b>90,000</b>	<b>90,000</b>
0	0	332,205	99000 CONTINGENCY	299,600	297,100	297,100
0	0	0	99010 UNAPPROPRIATED ENDING BALANCE	0	0	0
592,870	525,725	0	99020 ENDING BALANCE	0	0	0
592,870	525,725	332,205	<b>TOTAL ENDING BALANCE</b>	<b>299,600</b>	<b>297,100</b>	<b>297,100</b>
<b>774,179</b>	<b>875,143</b>	<b>624,160</b>	<b>TOTAL EXPENDITURES</b>	<b>587,500</b>	<b>587,500</b>	<b>587,500</b>
<b>2,066,806</b>	<b>2,244,645</b>	<b>2,160,005</b>	<b>TOTAL WATER FUND EXPENDITURES</b>	<b>2,154,520</b>	<b>2,154,520</b>	<b>2,154,520</b>

**City of Cottage Grove  
Fiscal Year 2016-17 Budget**

**302-000 WASTEWATER FUND  
REVENUE**

2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	DESCRIPTION	2016-17		
				PROPOSED	APPROVED	ADOPTED
196,617	266,758	215,580	41010 CARRYOVER	277,235	277,235	277,235
1,219,764	1,300,719	1,444,495	45040 WASTEWATER DISP USER CHARGES	1,448,180	1,448,180	1,448,180
195,818	220,445	220,000	45044 GOLF COURSE FEES	185,000	185,000	185,000
43,291	32,196	25,000	45045 PRO SHOP	30,000	30,000	30,000
48,474	46,572	45,000	45046 CLUB/CART RENTALS	45,000	45,000	45,000
36,523	41,131	36,000	45047 DELI SALES	35,000	35,000	35,000
11,943	11,943	11,945	45049 CG HOSPITAL MOWING FEES	11,945	11,945	11,945
176	1,118	0	45052 CASH OVER/SHORT	0	0	0
11,186	210	0	45053 GIFT CARD SALES	0	0	0
1,567,175	1,654,332	1,782,440	TOTAL CHARGES FOR SERVICE	1,755,125	1,755,125	1,755,125
1,586	2,998	400	53200 INTEREST REVENUE	1000	1000	1,000
			MISCELLANEOUS REVENUE			
3,166	1,309	1,500	54010 CREDIT BUREAU	750	750	750
190	8,035	500	54050 AUCTION PROCEEDS	500	500	500
23,663	3,270	4,500	54060 MISCELLANEOUS REVENUE	2,500	2,500	2,500
9,142	0	0	54070 INSURANCE PROCEEDS	0	0	0
10,340	10,340	10,740	54250 RENTAL PROPERTY REVENUE	10,740	10,740	10,740
46,500	22,954	17,240	TOTAL MISCELLANEOUS REVENUE	14,490	14,490	14,490
<b>1,811,877</b>	<b>1,947,042</b>	<b>2,015,660</b>	<b>TOTAL REVENUE</b>	<b>2,047,850</b>	<b>2,047,850</b>	<b>2,047,850</b>



**DEPARTMENT: 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**

- Develop inspection program using new camera system to inspect wastewater collection system

**MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2015-16**

- Purchased inspection camera and equipment.
- Decommissioned old brick manhole off Villard.

**FULL-TIME EQUIVALENT POSITIONS**

Position	Adopted 2013-14	Adopted 2014-15	Adopted 2015-16	Adopted 2016-17
Utilities Clerk	0.42	0.42	0.42	0.42
Finance Clerk	0.24	0.17	0.17	0.20
Public Works Director	0.15	0.15	0.15	0.15
Administrative Aide	0.20	0.20	0.40	0.40
Clerical Assistant	0.20	0.20	-	-
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
	3.11	3.04	3.04	3.07

## PERFORMANCE MEASUREMENTS

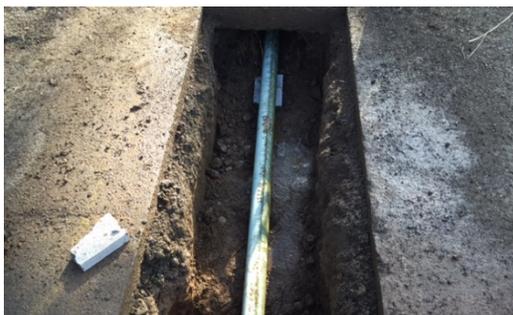
<i>Strategy</i>	<i>Measure</i>	Actual 2011-12	Actual 2012-13	Actual 2013-14	Actual 2014-15
Provide a safe and effective conveyance of wastewater	No. of service requests evaluated	37	40	45	40
	No. of plugged sewer mains	17	20	25	30
	No. of lateral lines repaired	7	6	6	8
	No. of sewer spills reported	0	0	0	0



### DID YOU KNOW?

#### Wastewater Collection Facts:

- During 2015, on average, 185 gallons of sewage per day was treated for every citizen of Cottage Grove (*down from 236 gallons in 2014*).
- The Department maintains approximately 45.72 miles of sanitary sewer main lines.
- The Department responded to approximately 665 locate requests to locate the utility lines prior to excavation work being performed.
- 11 new sewer connections were made to the existing sewer system and 8 sewer laterals were repaired this year.
- There are a total of 3,584 sewer customers served by the City's sanitary sewer collection system.

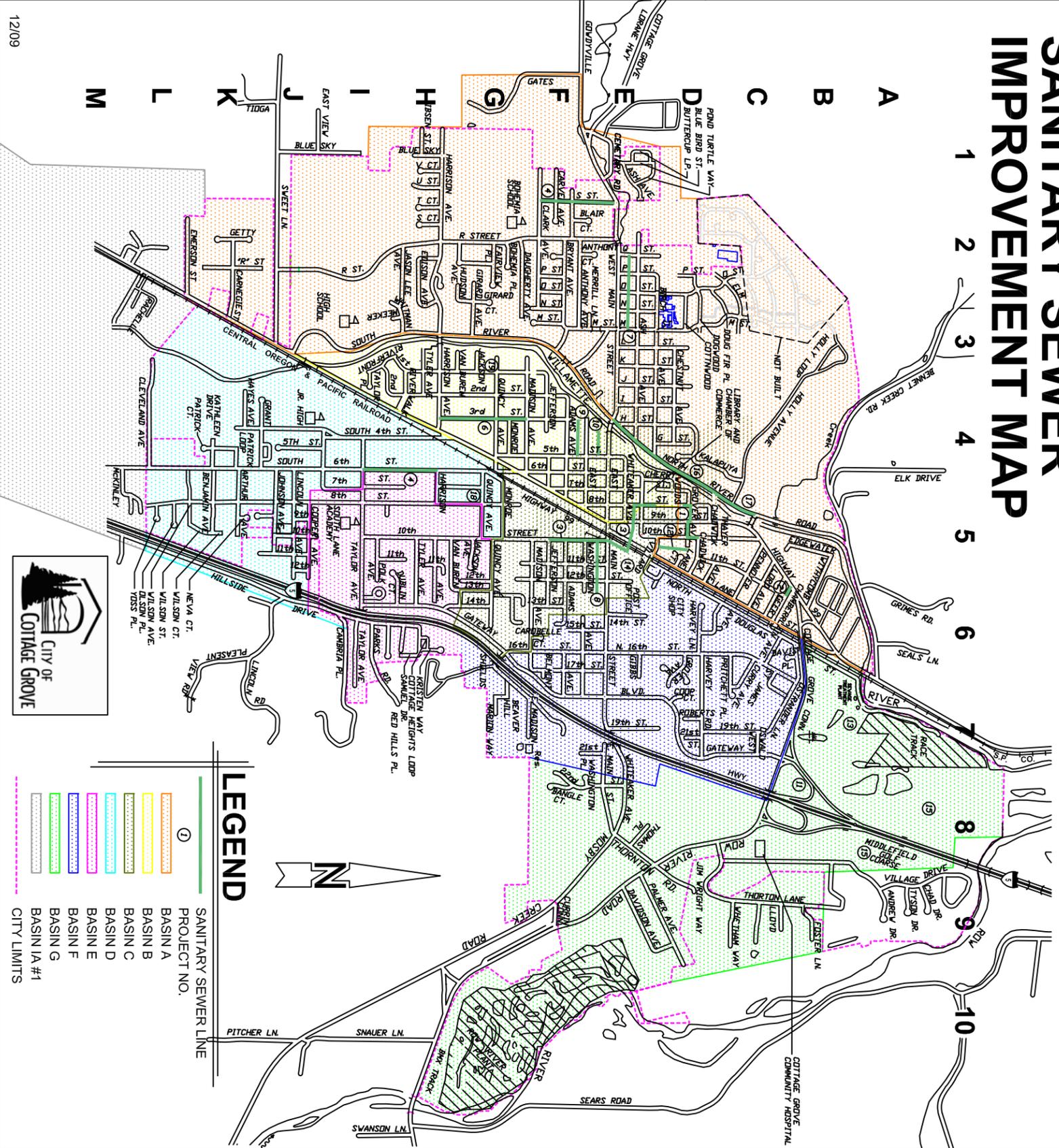


*Left – Sewer line replacement, 636 South 2<sup>nd</sup>, March, 2016.*



*Right – Sewer cleanout installation at the Gibbs Building, April, 2016.*

# SANITARY SEWER IMPROVEMENT MAP



12/09

## SANITARY SEWER PROJECTS PROJECTED CAPITAL IMPROVEMENT NEEDS

Map No.	Project	Total Costs (4/2010 \$)	Map No.	Project	Total Costs (4/2010 \$)
1	Intersection at Grover Ave. and 8th St. to Intersection at Chadwick Ave. and 10th St.	365,700	7	Alley (Main & Ash) from "N" St. to "Q" St.	131,800
2	Intersection at Chamberlain Ave. and 11th St. to Intersection at N. Goshen Hwy..	71,000	8	<del>Alley (Main &amp; Washington) from 5th St. to Goshen Park - Completed FY 12-13</del>	0
3	10th St. from Jefferson Ave. to Main St. across SPRR to N. of intersection 8th St. & Gibbs	888,500	9	Alley (Washington & Adams) from 3rd St. to 5th St.	92,100
4	Along 6th St. between Taylor Ave., and Harrison Ave..	283,800	10	Alley (East Main to Washington)	92,800
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin A	73,600	11	East 174 Irrigation for reuse effluent	60,000
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin B	673,800	12	Lane St. & 10 St.	166,800
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin C	774,400	13	Backup effluent pump with vault	117,200
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin D	267,400	14	Trailhead Park Sewer Relocation	38,900
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin E	260,100	15	Drainage Projects at Golf Course	6,400
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin F	25,800	16	N. River Road (Main to Holly)	147,100
	Inflow/Infiltration Corrective Work	309,100	17	N. River Road (Holly to Woodson)	43,300
5	<del>Digester Modifications - Completed FY 11-12</del>	0	18	704 Quincey	16,800
6	<del>Specify pipe size from 48 inches down to 42 inches - 4th. Completed FY 13-14</del>	0	19	635 South 1st	25,200
	PROJECT IDENTIFIED ON MASTER PLAN			Miscellaneous Projects including CCTV inspections	1,200,000
	PROJECT IDENTIFIED ON MASTER PLAN BUDGETED THIS FISCAL YEAR				

TOTAL OF ESTIMATED COSTS NOT FUNDED = \$6,131,600





**City of Cottage Grove  
Fiscal Year 2016-17 Budget**

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

2016-17

2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
PERSONNEL SERVICES						
17,561	18,355	14,155	60240 UTILITIES CLERK - 0.42 FTE	16,630	16,630	16,630
4,275	3,566	7,815	60250 FINANCE CLERK - 0.17 FTE	6,585	6,585	6,585
13,501	13,711	13,905	60400 PUBLIC WORKS DIRECTOR - 0.15 FTE	14,185	14,185	14,185
8,724	9,117	17,805	60410 ADMINISTRATIVE AIDE - 0.40 FTE	18,545	18,545	18,545
7,959	8,280	0	60420 CLERICAL ASSISTANT - 0.00 FTE	0	0	0
8,315	8,687	8,785	60430 CITY ENGINEER - 0.11 FTE	8,960	8,960	8,960
11,523	11,956	12,125	60440 UTILITIES MAINT. SUPERVISOR - 0.17 FTE	12,365	12,365	12,365
10,507	10,688	10,840	60450 FLEET & FACILITIES MANAGER - 0.15 FTE	11,055	11,055	11,055
76,404	80,732	81,510	60480 UTILITY MAINTENANCE WORKER - 1.47 FTE	80,335	80,335	80,335
223	250	2,000	61100 OVERTIME	2,000	2,000	2,000
2,476	3,878	4,575	62010 WORKERS' COMPENSATION	4,305	4,305	4,305
1,146	815	845	62020 UNEMPLOYMENT	345	345	345
11,972	12,179	12,925	62030 FICA	13,055	13,055	13,055
119	117	125	63010 LIFE INSURANCE	120	120	120
25,880	25,514	29,885	63020 RETIREMENT	29,410	29,410	29,410
753	607	920	63030 DISABILITY INSURANCE	900	900	900
54,839	54,669	64,090	63040 HEALTH INSURANCE	63,295	63,295	63,295
256,176	263,120	282,305	TOTAL PERSONNEL SERVICES	282,090	282,090	282,090
MATERIALS AND SERVICES						
5,563	7,906	7,500	71000 CONTRACTUAL SERVICES	7,500	7,500	7,500
262	513	750	71210 CLOTHING ALLOWANCE	750	750	750
809	1,623	1,500	71500 ELECTRICITY	1,500	1,500	1,500
6,241	7,915	8,500	71520 TELEPHONE	8,500	8,500	8,500
1,434	727	1,900	71530 NATURAL GAS	1,500	1,500	1,500
7,124	7,103	9,000	71540 FUEL & LUBRICANTS	9,000	9,000	9,000
694	901	1,000	71560 COMMUNICATIONS SERVICE	1,200	1,200	1,200
361	551	1,000	71700 BUILDING MAINT. & REPAIR	1,000	1,000	1,000
8,971	6,986	9,000	71710 EQUIPMENT MAINT. & REPAIR	9,000	9,000	9,000
615	1,202	1,500	71720 VEHICLE MAINT. & REPAIR	1,500	1,500	1,500
0	295	500	71730 RADIO MAINT. & REPAIR	500	500	500
151	0	250	72000 COMPUTER SERVICE & SUPPLIES	250	250	250
795	1,661	2,000	72100 MINOR EQUIPMENT & TOOLS	11,700	11,700	11,700
0	0	1,000	72120 EQUIPMENT RENTAL & LEASE	1,000	1,000	1,000
1,109	1,356	1,000	72510 SAFETY EQUIPMENT	1,500	1,500	1,500
982	1,018	800	72600 CLEANING SUPPLIES	800	800	800
1,460	1,103	2,500	73000 SAND & GRAVEL	2,500	2,500	2,500
400	0	1,000	73010 ASPHALT & CONCRETE	1,000	1,000	1,000
560	0	2,000	73200 SEWER PIPE	2,000	2,000	2,000
2,595	2,048	2,500	73600 MISC. SUPPLIES & EXPENSE	2,500	2,500	2,500
40,126	42,909	55,200	TOTAL MATERIALS AND SERVICES	65,200	65,200	65,200
<b>296,302</b>	<b>306,029</b>	<b>337,505</b>	<b>TOTAL EXPENDITURES</b>	<b>347,290</b>	<b>347,290</b>	<b>347,290</b>



**DEPARTMENT: 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 familiarize operators with the new treatment plant improvements to optimize the capability of the improvements.
- Continue to provide treated reuse water for irrigation to Middlefield Golf Course in greater quantities than last year. Investigate additional reuse opportunities.
- Continue to seek opportunities to develop alternative energy sources for the facility.
- Contract with an engineering firm to assist City staff with the renewal of the NPDES permit.
- Continue to haul bio-solids to the Heard Farms facility, near Sutherlin, for disposal.

**MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2015-16**

- Performed routine maintenance on the two 75 hp and one 25 hp influent pumps.
- Removed, inspected, and performed maintenance on three return activated sludge pumps.

**FULL-TIME EQUIVALENT POSITIONS**

<b>Position</b>	<b>Adopted 2013-14</b>	<b>Adopted 2014-15</b>	<b>Adopted 2015-16</b>	<b>Adopted 2016-17</b>
Public Works Director	0.08	0.08	0.08	0.08
Administrative Aide	0.05	0.05	0.05	0.05
Clerical Assistant	0.07	0.07	0.07	0.07
City Engineer	-	-	-	-
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	2.05	3.05	3.05	3.05
Regular Part Time Worker	0.50	-	-	-
	<b>3.80</b>	<b>4.30</b>	<b>4.30</b>	<b>4.30</b>

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	Actual 2012	Actual 2013	Actual 2014	Actual 2015	Estimate 2016	Projection 2017
Meet EPA's & DEQ's treatment and discharge standards	Gallons treated per year (milling gallons)	989.1	553.3	848.7	668	700	750
	Dry tons of bio-solids disposed	166	133	201.5	176	195	210
	Permit violations	0	0	0	0	0	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.



John Deere articulating loader purchased in FY 14-15 and used to load bio-solids for transport to the Heard Farms facility near Sutherlin.

**City of Cottage Grove  
Fiscal Year 2016-17 Budget**

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

2016-17

2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
<b>PERSONNEL SERVICES</b>						
7,200	7,312	7,420	60400 PUBLIC WORKS DIRECTOR - 0.08 FTE	7,565	7,565	7,565
2,199	2,298	5,330	60410 ADMINISTRATIVE AIDE - 0.12 FTE	5,575	5,575	5,575
2,786	2,898	0	60420 CLERICAL ASSISTANT - 0.00 FTE	0	0	0
0	0	0	60430 CITY ENGINEER - 0 FTE	0	0	0
3,502	3,563	3,615	60450 FLEET & FACILITIES MANAGER - 0.05 FTE	3,685	3,685	3,685
68,376	69,385	70,340	60470 WW TREATMENT PLANT SUPERVISOR - 1.0 FTE	71,755	71,755	71,755
105,261	151,344	158,380	60480 UTILITY MAINTENANCE WORKER - 3.05 FTE	171,565	171,565	171,565
2,671	3,205	4,000	61100 OVERTIME	4,000	4,000	4,000
3,833	7,030	8,295	62010 WORKERS' COMPENSATION	8,235	8,235	8,235
1,425	1,176	1,310	62020 UNEMPLOYMENT	540	540	540
14,427	17,406	19,055	62030 FICA	20,210	20,210	20,210
136	164	175	63010 LIFE INSURANCE	175	175	175
34,084	40,117	45,320	63020 RETIREMENT	47,725	47,725	47,725
923	914	1,385	63030 DISABILITY INSURANCE	1,460	1,460	1,460
63,224	83,138	100,350	63040 HEALTH INSURANCE	80,410	80,410	80,410
310,046	389,950	424,975	TOTAL PERSONNEL SERVICES	422,900	422,900	422,900
<b>MATERIALS AND SERVICES</b>						
4,992	5,238	9,000	71000 CONTRACTUAL SERVICES	9,000	9,000	9,000
368	0	1,000	71210 CLOTHING ALLOWANCE	1,000	1,000	1,000
92,128	106,494	100,000	71500 ELECTRICITY	110,000	110,000	110,000
7,475	7,900	7,500	71520 TELEPHONE	7,500	7,500	7,500
471	670	500	71530 NATURAL GAS	500	500	500
5,604	4,730	5,500	71540 FUEL & LUBRICANTS	5,500	5,500	5,500
660	315	1,200	71700 BUILDING MAINT. & REPAIR	1,200	1,200	1,200
20,096	25,501	23,000	71710 EQUIPMENT MAINT. & REPAIR	30,000	30,000	30,000
0	81	500	71720 VEHICLE MAINT. & REPAIR	500	500	500
123	591	1,000	72100 MINOR EQUIPMENT & TOOLS	1,000	1,000	1,000
1,223	631	2,000	72120 EQUIPMENT RENTAL & LEASE	2,000	2,000	2,000
12,510	15,529	17,500	72400 LAB TESTS & SUPPLIES	17,500	17,500	17,500
70,527	78,773	75,000	72410 TREATMENT CHEMICALS	80,000	80,000	80,000
40,310	52,208	58,000	72435 BIOSOLIDS DISPOSAL	60,000	60,000	60,000
479	396	500	72600 CLEANING SUPPLIES	500	500	500
7,833	2,288	4,000	73600 MISC. SUPPLIES & EXPENSE	4,000	4,000	4,000
264,799	301,346	306,200	TOTAL MATERIALS AND SERVICES	330,200	330,200	330,200
<b>574,845</b>	<b>691,296</b>	<b>731,175</b>	<b>TOTAL EXPENDITURES</b>	<b>753,100</b>	<b>753,100</b>	<b>753,100</b>

**DEPARTMENT: MIDDLEFIELD GOLF COURSE**

**OVERVIEW**

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

**OPERATIONAL OBJECTIVES**

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

**BUDGET YEAR OBJECTIVES**

- Expand usage the play of traditional golf and Soccer Golf.
- Increase profit margins of Pro shop and Deli.

**MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2015-2016**

- Hosted 14 community golf tournaments.
- Hosted Cottage Grove and Creswell high school golf teams for practice and tournaments.
- Signed up with Five Stars Customer Program.

**SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2015-2016**

- None

**FULL-TIME EQUIVALENT POSITIONS**

	Adopted 2012-13	Adopted 2013-14	Adopted 2014-15	Adopted 2015-16	Adopted 2016-17
Community Services Director	.15	.15	.15	.15	0
Pro Shop Manager	1.00	1.00	1.00	1.00	1.00
Pro Shop Assistant	1.45	1.45	1.45	1.45	1.45
Golf Course Superintendent	1.00	1.00	1.00	1.00	1.00
Golf Course Assist. Super. /Mechanic	0	0	0	0	0
Groundskeeper Temporary Worker	0	0	0	0	0
Groundskeeper Reg. Part-Time Worker	2.77	3.00	2.77	2.77	3.22
Total FTE	6.37	6.60	6.37	6.37	6.82

## PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Calendar Year Actual 2012	Calendar Year Actual 2013	Calendar Year Actual 2014	Calendar Year Actual 2015
<i>Use reuse water for irrigation purposes</i>	Total Number of gallons applied	26.8 MG	25.8 MG	25.2 MG	33.2 MG
	<hr/>				
<i>Provide facility for community golf programs and tournaments annually</i>	No.of tournaments	15	13	14	14
	No. of annual memberships	85	85	90	89
	Weekday Rounds	6,319	5,415	5,324	6,386
	Weekend Rounds	4,694	5,061	3,572	3,133
	Member Rounds	6,765	7,747	7,712	7,891
	Comp. Rounds	1,189	893	904	918
	<b>Total Rounds</b>	<b>18,967</b>	<b>19,116</b>	<b>17,512</b>	<b>18,328</b>
	Attendance at Golf Camp	30	30	30	30
	No. of High School Golf Events	13	5	9	8
			Actual 2012-13	Actual 2013-14	Actual 2014-15
<i>Increase Sales to support operations &amp; maintenance</i>	Clubs/Cart rental	\$ 48,144	\$ 48,474	\$ 46,572	\$ 35,187
	Deli Shop revenue	\$ 38,190	\$ 36,523	\$ 41,131	\$ 25,445
	Pro Shop revenue	\$ 32,609	\$ 43,291	\$ 32,196	\$ 26,523
		<b>\$ 118,943</b>	<b>\$ 128,288</b>	<b>\$ 119,899</b>	<b>\$ 87,155</b>



**City of Cottage Grove  
Fiscal Year 2016-17 Budget**

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

			2016-17			
2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
PERSONNEL SERVICES						
11,474	11883.55	12050	60475 COMMUNITY SERVICES DIRECTOR - 0.00 FTE	0	0	0
43,146	44,499	44,435	60476 GOLF SHOP MANAGER - 1.0 FTE	44,655	44,655	44,655
27,529	35,548	29,830	60477 GOLF SHOP ASSISTANT - 1.45 FTE	31,095	31,095	31,095
54,838	57,033	57,810	60478 GOLF COURSE SUPERINTENDENT - 1.0 FTE	58,975	58,975	58,975
48,951	56,022	55,225	61010 GROUNDSKEEPER/REG. PT. WORK - 3.22 FTE	67,165	67,165	67,165
0	0	400	61100 OVERTIME	400	400	400
1,436	2,314	2,590	62010 WORKERS' COMPENSATION	2,785	2,785	2,785
1,216	984	1,000	62020 UNEMPLOYMENT	405	405	405
14,298	15,550	15,280	62030 FICA	15,475	15,475	15,475
88	87	95	63010 LIFE INSURANCE	90	90	90
18,994	19,499	16,945	63020 RETIREMENT	17,140	17,140	17,140
575	470	665	63030 DISABILITY INSURANCE	620	620	620
35,001	35,940	37,760	63040 HEALTH INSURANCE	35,465	35,465	35,465
<b>257,546</b>	<b>279,828</b>	<b>274,085</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>274,270</b>	<b>274,270</b>	<b>274,270</b>
MATERIALS AND SERVICES						
6,494	5,057	4,500	70030 ADVERTISING	5,000	5,000	5,000
948	4,164	5,000	71000 CONTRACTUAL SERVICES	5,000	5,000	5,000
2,674	2,673	700	71020 LICENSES & PERMITS	700	700	700
232	144	1,000	71210 CLOTHING ALLOWANCE	1,000	1,000	1,000
21,506	21,800	28,000	71500 ELECTRICITY	25,000	25,000	25,000
5,775	7,463	7,500	71520 TELEPHONE	7,500	7,500	7,500
1,027	1,369	1,200	71530 NORTHWEST NATURAL GAS	1,200	1,200	1,200
14,397	12,778	16,000	71540 FUEL & LUBRICANTS	15,000	15,000	15,000
3,627	4,857	3,500	71700 BUILDING MAINT. & REPAIR	7,000	7,000	7,000
19,538	19,869	25,000	71710 EQUIPMENT MAINT. & REPAIR	25,000	25,000	25,000
56	581	800	71720 VEHICLE MAINT. & REPAIR	800	800	800
78	384	1,200	72000 COMPUTER SERVICE & SUPPLIES	1,500	1,500	1,500
152	826	600	72010 OFFICE SUPPLIES	600	600	600
0	0	200	72030 BOOKS, MAPS & PERIODICALS	200	200	200
2,187	310	2,000	72100 MINOR EQUIPMENT & TOOLS	2,000	2,000	2,000
0	0	1,000	72120 EQUIPMENT RENTAL & LEASE	1,000	1,000	1,000
51	198	1,500	72200 LANDSCAPING SUPPLIES	1,500	1,500	1,500
1,664	5,362	4,500	72320 IRRIGATION PARTS & SUPPLIES	7,500	7,500	7,500
20,894	16,356	20,000	72330 SUPPLIES/PRO SHOP INVENTORY	20,000	20,000	20,000
22,596	26,292	22,000	72340 SUPPLIES/DELI FOOD	22,000	22,000	22,000
8,629	13,754	15,000	72430 CHEMICALS/FERTILIZER	20,000	20,000	20,000
1,282	1,081	1,500	72600 CLEANING SUPPLIES	1,500	1,500	1,500
3,744	4,345	6,500	73000 SOIL/SAND/GRAVEL	5,500	5,500	5,500
7,954	12,425	6,000	73600 MISC. SUPPLIES & EXPENSE	6,000	6,000	6,000
3,559	3,561	3,600	74100 PROFESSIONAL ASSOC. DUES	3,600	3,600	3,600
780	831	1,200	74200 EDUCATION & REGISTRATION FEES	1,200	1,200	1,200
608	220	1,750	74210 TRAVEL & SUBSISTENCE	1,750	1,750	1,750
354	347	1,000	76000 ANIMAL CONTROL	1,000	1,000	1,000
<b>150,805</b>	<b>167,044</b>	<b>182,750</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>190,050</b>	<b>190,050</b>	<b>190,050</b>
<b>408,351</b>	<b>446,872</b>	<b>456,835</b>	<b>TOTAL EXPENDITURES</b>	<b>464,320</b>	<b>464,320</b>	<b>464,320</b>



**FUND: ENTERPRISE**

**FUND/DEPARTMENT #: 302-395**

**DEPARTMENT: 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 2016-17 Budget**

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

2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	DESCRIPTION	2016-17		
				PROPOSED	APPROVED	ADOPTED
MATERIALS & SERVICES						
76	292	600	70030 ADVERTISING	1,500	1,500	1,500
4,195	3,627	4,340	70100 AUDIT EXPENSE	5,885	5,885	5,885
39,630	56,279	46,335	70400 INSURANCE & BONDS	49,200	49,200	49,200
412	649	1,000	71000 CONTRACTUAL SERVICES	1,000	1,000	1,000
0	0	0	71012 EMAIL & WEB SERVICES	470	470	470
79	341	250	71600 POSTAGE	250	250	250
5,063	4,800	5,000	71610 UTILITY BILLING POSTAGE	5,000	5,000	5,000
1,968	1,899	6,500	72000 COMPUTER PROGRAMS & SUPPLIES	6,500	6,500	6,500
1,134	551	1,100	72010 OFFICE SUPPLIES	1,000	1,000	1,000
0	379	100	72030 BOOKS, MAPS & PERIODICALS	100	100	100
7,156	7,353	7,600	73220 NDPES DISCHARGE PERMIT	8,000	8,000	8,000
105	50	1,000	74000 PROGRAM FEES & DUES	1,000	1,000	1,000
1,834	2,428	2,000	74100 PROFESSIONAL ASSOCIATION DUES	2,000	2,000	2,000
1,616	2,066	3,000	74200 EDUCATION & REGISTRATION FEES	3,000	3,000	3,000
479	111	1,000	74210 TRAVEL & SUBSISTENCE	1,000	1,000	1,000
354	375	500	74300 EMPLOYEE MEDICAL EXAMS & TESTS	500	500	500
935	930	1,000	76010 RODENT CONTROL	1,000	1,000	1,000
0	0	300	76133 WATERSHED COUNCIL	300	300	300
77,440	77,080	70,870	79900 ADMINISTRATION FEE	71,015	71,015	71,015
20,000	20,000	20,000	79910 ENGINEERING SERVICE FEES	20,000	20,000	20,000
162,477	179,210	172,495	TOTAL MATERIALS & SERVICES	178,720	178,720	178,720
CAPITAL OUTLAY						
0	0	0	84010 WORK EQUIPMENT	1,000	1,000	1,000
0	0	0	TOTAL CAPITAL OUTLAY	1,000	1,000	1,000
DEBT SERVICE						
1,718	1,695	1,785	90110-081 LOAN PAYMENT - PERS UAL	1,750	1,750	1,750
40,000	40,000	40,000	90110-091 LOAN PAYMENT - LOCAP GOLF	40,000	40,000	40,000
14,763	15,517	16,310	90110-092 LOAN PAYMENT - GOLF & HOUSE	16,830	16,830	16,830
8,436	8,765	9,290	90111-083 LOAN INTEREST PAYMENT - PERS UAL	9,630	9,630	9,630
22,918	24,038	22,640	90111-093 LOAN INTEREST PAYMENT - LOCAP GOLF	21,040	21,040	21,040
15,250	14,496	13,705	90111-094 LOAN INTEREST PAYMENT - GOLF & HOUSE	13,190	13,190	13,190
0	52	55	90115 LOAN TRUSTEE FEES	55	55	55
19	0	20	90116 LOCAP ADMINISTRATION FEE	20	20	20
103,105	104,563	103,805	TOTAL DEBT SERVICE	102,515	102,515	102,515
0	0	213,845	99000 CONTINGENCY	200,905	200,905	200,905
266,797	219,071	0	99020 ENDING BALANCE	-	-	-
<b>532,379</b>	<b>502,844</b>	<b>490,145</b>	<b>TOTAL EXPENDITURES</b>	<b>483,140</b>	<b>483,140</b>	<b>483,140</b>
<b>1,811,877</b>	<b>1,947,042</b>	<b>2,015,660</b>	<b>TOTAL WASTEWATER FUND EXPENDITURES</b>	<b>2,047,850</b>	<b>2,047,850</b>	<b>2,047,850</b>

**DEPARTMENT: STORM DRAIN UTILITY**

**OVERVIEW**

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

**OPERATIONAL OBJECTIVES**

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

**SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2015-16**

- Follow adopted 5 year utility rate plan and increase storm drain utility rates from \$3.64 per equivalent service unit (ESU) to \$3.93 per ESU. The rate increase is necessary to begin preparations to comply with additional Federal regulations when the City's population reaches 10,000.

Position	FULL-TIME EQUIVALENT POSITIONS			
	Adopted 2013-14	Adopted 2014-15	Adopted 2015-16	Adopted 2016-17
Utilities Clerk	0.05	0.05	0.05	0.06
Finance Clerk	0.07	0.05	0.05	0.05
Public Works Director	0.07	0.07	0.07	0.07
Administrative Aide	0.05	0.05	0.13	0.13
Clerical Assistant	0.08	0.08	-	-
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
	<u>1.94</u>	<u>1.92</u>	<u>1.92</u>	<u>1.93</u>

**PERFORMANCE  
MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	Actual 2011-12	Actual 2012-13	Actual 2013-14	Actual 2014-15
Provide an effective conveyance of storm water	No. of service requests evaluated	20	11	15	10
	No. of plugged storm mains	5	6	8	3
	Number of drainage channels cleaned	22	23	25	8

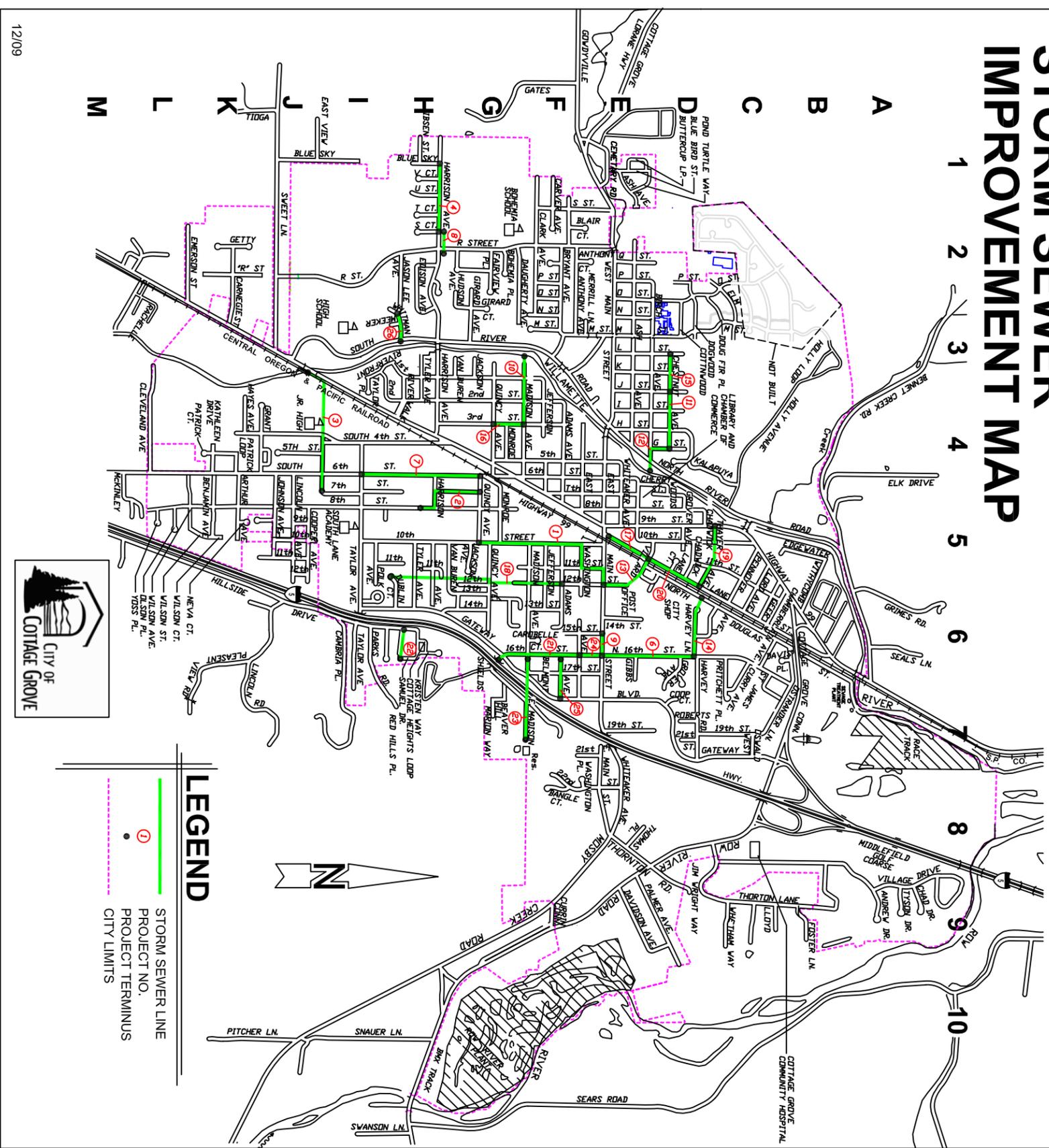


**DID YOU KNOW?**

Storm Drainage Facts:

- The Department maintains approximately 30.85 miles of storm drainage lines.
- The Department cleans and maintains approximately 600 catch basins.
- The Department responded to approximately 665 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 (4/2010 \$)	Map No.	Project	Total Costs (4/2010 \$)
1	<del>Along 10th St. &amp; Washington Ave. between Quincy Ave. &amp; Main St. Completed FY 12-13</del>	0	14	Along Harvey Rd. between N. 16th and Hwy. 99	596,300
2	<del>Along S. 6th St. between Harrison Ave. &amp; Quincy Ave. Completed FY 14-15</del>	0	15	Along Chestnut between N. "L" St. and N. "J" St.	182,900
3	Along Fillmore Ave. between S. 8th St. and Hwy. 99	972,900	16	<del>Along S. 3rd St. between Quincy Ave. and Madison Ave. Completed FY 13-14</del>	0
4	Along Harrison Ave. between Blue Sk Drive and S. "S" St.	351,900	17	Along Hwy. 99 from Whiteaker Ave. to Villard Ave.	436,400
5	<del>Along Quincy Ave. between S. 9th St. and S. 14th St. Completed FY 11-12</del>	0	18	Along S. 12th St. between Dublin and Adams Ave.	1,538,200
6	Along N. 16th St. between Main St. & Harvey Rd.	923,900	19	West of Hwy. 99 from Thayer Ave. N. wards to N. 9th St.	796,000
7	Along S. 6th St. between Taylor Ave. and Quincy Ave.	609,300	20	Along Hwy. 99 from Villard Ave. to Thayer Ave.	275,200
8	Along S. property line of Bohemia School between S. "S" St. and about 135 feet east of S. "R" St.	195,500	21	Along S. 16th St. from I-5/S. 16th to Washington Ave.	365,600
9	Along Main St. between 15th St. and 16th St.	103,700	22	East of I-5 between Parks Rd. and Shields Cemetery	152,300
10	Along Madison Ave. from S. 3rd St. to Coast Fork of Willamette River	449,600	23	Along E. Madison Ave. from about 850 ft. east of I-5 to S. 16th/Madison Ave.	411,400
11	Along Chestnut between N. "J" St. and N. "G" St.	351,900	24	Along S. 16th between Washington Ave. and Main St.	117,300
12	Along Birch between N. "G" St. and Coast Fork of Willamette River	216,300	25	Along Adams Ave. between Gateway Blvd. and S. 16th St.	274,200
13	East of I-5 from Main/12th St. to Villard Ave.	796,000	26	Along Jason Lee Ave. from Whitman Blv to the Coast Fork of Willamette River	316,100
PROJECT IDENTIFIED ON MASTER PLAN BUDGETED THIS FISCAL YEAR			N. Regional Park Ditch Cleaning Miscellaneous Projects		481,300 1,100,000

**TOTAL OF ESTIMATED COSTS NOT FUNDED = \$12,014,200**



**City of Cottage Grove  
Fiscal Year 2016-17 Budget**

**402-420 STORM DRAIN UTILITY**

2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	DESCRIPTION	2016-17		
				PROPOSED	APPROVED	ADOPTED
<b>REVENUE</b>						
80,203	110,133	141,520	41010 CARRYOVER	98,420	98,420	98,420
252,754	267,202	286,060	45050 STORM DRAINAGE FEES	310,310	310,310	310,310
465	997	125	53200 INTEREST INCOME	500	500	500
710	263	200	54010 CREDIT BUREAU	200	200	200
205	223	100	54060 MISCELLANEOUS REVENUE	100	100	100
<b>334,337</b>	<b>378,818</b>	<b>428,005</b>	<b>TOTAL REVENUE</b>	<b>409,530</b>	<b>409,530</b>	<b>409,530</b>
<b>EXPENDITURES</b>						
PERSONNEL SERVICES						
2,091	2,185	1,685	60240 UTILITIES CLERK - 0.05 FTE	1,980	1,980	1,980
1,257	1,049	2,300	60250 FINANCE CLERK - 0.05 FTE	1,940	1,940	1,940
6,300	6,398	6,490	60400 PUBLIC WORKS DIRECTOR - 0.07 FTE	6,620	6,620	6,620
2,199	2,298	5,760	60410 ADMINISTRATIVE AIDE - 0.13 FTE	6,030	6,030	6,030
3,184	3,312	0	60420 CLERICAL ASSISTANT - 0.00 FTE	0	0	0
6,047	6,318	6,390	60430 CITY ENGINEER - 0.08 FTE	6,515	6,515	6,515
6,778	7,033	7,135	60440 UTILITIES MAINT. SUPERVISOR - 0.10 FTE	7,275	7,275	7,275
5,603	5,701	5,780	60450 FLEET & FACILITIES MANAGER - 0.08 FTE	5,895	5,895	5,895
70,584	74,727	75,250	60480 UTILITY MAINTENANCE WORKER -1.36 FTE	74,120	74,120	74,120
166	234	900	61100 OVERTIME PAY	900	900	900
2,110	3,381	3,900	62010 WORKERS' COMPENSATION	3,615	3,615	3,615
724	533	560	62020 UNEMPLOYMENT	225	225	225
7,848	8,011	8,545	62030 FICA	8,515	8,515	8,515
77	76	80	63010 LIFE INSURANCE	80	80	80
17,892	17,471	20,575	63020 RETIREMENT	19,875	19,875	19,875
501	412	625	63030 DISABILITY INSURANCE	610	610	610
33,798	34,504	42,410	63040 HEALTH INSURANCE	44,195	44,195	44,195
167,160	173,644	188,385	TOTAL PERSONNEL SERVICES	188,390	188,390	188,390
MATERIALS & SERVICES						
515	507	630	70100 AUDIT EXPENSE	730	730	730
1,415	2,023	4,430	70400 INSURANCE & BONDS	4,850	4,850	4,850
2,227	1,812	2,500	71000 CONTRACTUAL SERVICES	2,500	2,500	2,500
0	0	0	71012 EMAIL & WEB SERVICES	350	350	350
416	405	1,000	71500 ELECTRICITY	1,000	1,000	1,000
1,573	1,614	2,000	71520 TELEPHONE	2,000	2,000	2,000
717	363	1,000	71530 NATURAL GAS	1,000	1,000	1,000
2,257	2,375	2,850	71540 FUEL & LUBRICANTS	2,500	2,500	2,500
376	418	500	71560 COMMUNICATIONS SERVICE	500	500	500
0	0	100	71600 POSTAGE	100	100	100
1,863	1,732	1,850	71610 UTILITY BILLING POSTAGE	1,850	1,850	1,850
105	246	500	71700 BUILDING MAINT. & REPAIR	800	800	800
2,525	1,795	2,500	71710 EQUIPMENT MAINT. & REPAIR	2,500	2,500	2,500
294	205	800	71720 VEHICLE MAINT. & REPAIR	800	800	800
34	0	3,500	72000 COMPUTER SERVICE & SUPPLIES	3,500	3,500	3,500
49	8	100	72010 OFFICE SUPPLIES	100	100	100
503	1,159	1,500	72100 MINOR EQUIPMENT & TOOLS	10,700	10,700	10,700
0	0	1,000	72120 EQUIPMENT RENTAL & LEASE	1,000	1,000	1,000
104	134	100	72600 CLEANING SUPPLIES	125	125	125
1,282	842	2,000	73000 SAND & GRAVEL	2,000	2,000	2,000
574	0	2,000	73010 ASPHALT & CONCRETE	2,000	2,000	2,000
535	0	1,000	73200 SEWER PIPE	1,000	1,000	1,000
1,775	1,197	1,800	73600 MISCELLANEOUS SUPPLIES	2,800	2,800	2,800
0	0	1,100	74000 PROGRAM FEES AND DUES	1,100	1,100	1,100
15,495	15,925	19,570	79900 ADMINISTRATIVE FEE	19,915	19,915	19,915
20,000	20,000	20,000	79910 ENGINEERING FEES	20,000	20,000	20,000
54,634	52,760	74,330	TOTAL MATERIALS & SERVICES	85,720	85,720	85,720

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**402-420 STORM DRAIN UTILITY**

2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	DESCRIPTION	2016-17		
				PROPOSED	APPROVED	ADOPTED
			CAPITAL OUTLAY			
0	0	0	84010 WORK EQUIPMENT	1,000	1,000	1,000
0	0	0	TOTAL CAPITAL OUTLAY	1,000	1,000	1,000
			DEBT SERVICE			
408	402	425	90110-081 LOAN PAYMENT - PERS UAL	420	420	420
2,002	2,080	2,205	90111-083 LOAN INTEREST PAYMENT - PERS UAL	2,285	2,285	2,285
0	12	15	90115 LOAN TRUSTEE FEES	15	15	15
2,409	2,494	2,645	TOTAL DEBT SERVICE	2,720	2,720	2,720
0	0	100,000	90236 TRANSFER TO STORM DRAINAGE RESERVE	80,000	80,000	80,000
0	0	62,645	99000 CONTINGENCY	51,700	51,700	51,700
110,133	149,920	162,645	99020 ENDING BALANCE	0	0	0
<b>334,337</b>	<b>378,818</b>	<b>490,650</b>	<b>TOTAL EXPENDITURES</b>	<b>409,530</b>	<b>408,530</b>	<b>408,530</b>

**FUND: INDUSTRIAL PARK FUND**

**FUND/DEPARTMENT #: 502-520**

**DEPARTMENT: N/A**

**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.

**DEPARTMENT OPERATIONAL OBJECTIVES**

- Sell the properties still in City ownership (lots 1, 2, & 4).
- Monitor sale agreements for monthly and final payments.
- Maintain open space and wetland areas.

**BUDGET YEAR OBJECTIVES**

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



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**502-520 INDUSTRIAL PARK OPERATIONS**

2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	DESCRIPTION	2016-17		
				PROPOSED	APPROVED	ADOPTED
<b>REVENUE</b>						
241,103	139,688	92,150	41010 CARRYOVER	128,400	128,400	128,400
705	138	300	53200 INTEREST INCOME	300	300	300
0	42,334	0	54300 SALE OF PROPERTY	0	0	0
<b>241,808</b>	<b>182,160</b>	<b>92,450</b>	<b>TOTAL REVENUE</b>	<b>128,700</b>	<b>128,700</b>	<b>128,700</b>
<b>EXPENDITURES</b>						
MATERIAL & SERVICES						
1,575	567	290	70100 AUDIT EXPENSE	290	290	290
635	15	75	71000 CONTRACTUAL SERVICES	75	75	75
326	28	500	71500 ELECTRICITY	500	500	500
0	0	505	73600 MISCELLANEOUS SUPPLIES	500	500	500
3,375	388	475	79900 ADMINISTRATIVE FEE	475	475	475
5,911	998	1,845	TOTAL MATERIALS & SERVICES	1,840	1,840	1,840
DEBT SERVICE						
65,000	55,000	60,000	90110-075 LOAN PRINCIPAL - LOCAP	65,000	65,000	65,000
31,181	32,600	30,575	90111-079 LOAN INTEREST - LOCAP	28,075	28,075	28,075
27	27	30	90116 LOCAP ADMINISTRATIVE FEE	0	0	0
96,208	87,627	90,605	TOTAL DEBT SERVICE	93,075	93,075	93,075
0	0	0	99000 CONTINGENCY	33,785	33,785	33,785
0	0	0	99010 UNAPPROPRIATED ENDING BAL.	0	0	0
0	0	0	99012 RESERVED FOR FUTURE EXPENDITURE	0	0	0
139,689	93,536		99020 ENDING BALANCE			
<b>241,808</b>	<b>182,160</b>	<b>92,450</b>	<b>TOTAL EXPENDITURES</b>	<b>128,700</b>	<b>128,700</b>	<b>128,700</b>