

City of Cottage Grove Fiscal Year 2024-25 Budget

WATER FUND: Revenue 202-000

2021-22 ACTUAL	2022-23 ACTUAL	2023-24 BUDGET	DESCRIPTION	2024-25 PROPOSED	2024-25 APPROVED	2024-25 ADOPTED
697,155	592,637	400,000	41010 CARRYOVER	410,000	410,000	410,000
			CHARGES FOR SERVICES			
1,899,243	1,857,126	2,015,000	45010 SALE OF WATER	2,135,000	2,135,000	2,135,000
30,713	28,525	30,000	45020 SERVICE CONNECTION FEES	30,000	30,000	30,000
16,072	35,960	15,000	45030 INSTALLATION FEES	15,000	15,000	15,000
1,946,027	1,921,611	2,060,000	TOTAL CHARGES FOR SERVICES	2,180,000	2,180,000	2,180,000
0	0	0	51125 FEMA ICE STORM REIMBURSEMENT	18,510	18,510	18,510
3,820	16,608	8,000	53200 INTEREST INCOME	8,300	8,300	8,300
			MISCELLANEOUS REVENUE			
88	75	100	54010 CREDIT BUREAU	100	100	100
2,175	0	1,000	54050 AUCTION PROCEEDS	1,000	1,000	1,000
21,139	2,534	5,000	54060 MISCELLANEOUS REVENUE	5,000	5,000	5,000
400	555	300	54062 UTILITY NSF CHECK FEES	500	500	500
13	14	0	54067 CREDIT CARD CONVENIENCE FEE	0	0	0
618	0	0	54070 INSURANCE PROCEEDS	0	0	0
24,433	3,178	6,400	TOTAL MISCELLANEOUS REVENUE	6,600	6,600	6,600
2,671,434	2,534,033	2,474,400	TOTAL REVENUE	2,623,410	2,623,410	2,623,410



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

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

FOCUS AND GOALS – FISCAL YEAR 2024-25

- Maintain water quality in the distribution system in compliance with Oregon Health Division standards including the backflow device program.
- Provide for water distribution system maintenance, operations, and repairs including periodic flushing, meter maintenance, leak detection, and repair.
- Provide water turn-on and turn-off services for customers.
- Provide waterline locating services.
- Inspect and inventory all city water lines to comply with State ORS for Lead water lines.

PRIMARY ACCOMPLISHMENTS – FISCAL YEAR 2023-24

- Continued partnership with South Lane County Fire and Rescue to install Storz fittings on the major port on fire hydrants.
- Installed 14 new water meters.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2023-24

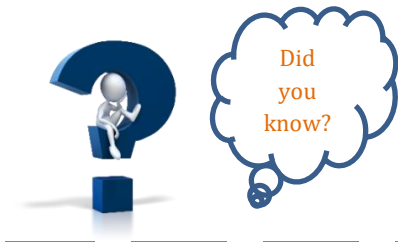
- A 6% water rate increase is proposed as a result of FCS reviewing water, wastewater, and storm funds. The increase is due to significant increases in labor and materials. Challenges in receiving materials in a timely manner due to short supplies and high demand.

ENTERPRISE FUND – WATER DISTRIBUTION

PERSONNEL

POSITION	GROUP	SALARY RANGE	2023 FTE	2024 FTE	2025 FTE
Public Works & Dev. Director	Exempt	\$101,952-\$130,128	0.16	0.16	0.16
City Engineer	Exempt	*** Not Filled ***	0.21	0.10	0.00
Fleet & Facilities Manager	Exempt	\$73,692-\$94,056	0.40	0.40	0.40
Utilities Maintenance Supervisor	Exempt	\$73,692-\$93,946	0.49	0.49	0.49
Payroll-HR Specialist	Exempt	\$54,852-\$70,008	0.20	0.20	0.00
Utility Maintenance Worker 1, 2 & 3	Laborers	\$48,804-\$74,352	5.97	5.97	5.97
Utility Billing Specialist	General	\$50,124-\$63,972	0.53	0.53	0.53
Building Permit Specialist/Code Comp	General	\$50,124-\$63,972	0.20	0.20	0.00
Finance Clerk	Exempt	\$19.38-\$24.74/hr	0.38	0.33	0.33
Administrative Aide	General	\$50,124-\$63,972	0.63	0.63	0.68
Temporary Worker	Exempt	\$14.70-\$14.70/hr	0.30	0.28	0.28
TOTAL FULL-TIME EQUIVALENT			9.47	9.29	8.84

Strategy	Measure	Actual 2020-21	Actual 2021-22	Actual 2022-23	YTD 2023-24
<i>Provide customer high quality drinking water</i>	<i>Number of backflow devices</i>	1,749	1,750	1,840	1,843
	<i>Number of backflow inspections</i>	1,749	1,750	1,840	1,843
	<i>Number of repairs on distribution system</i>	5	4	2	10
<i>Provide contractors and public with pertinent information as it relates to water distribution system</i>	<i>Number of locates</i>	782	750	741	715
	<i>Promotion of "call before you dig" service</i>				
<i>Provide high quality service</i>	<i>Number of replaced meters</i>	10	2	4	9
	<i>Delinquent account shutoffs</i>	270	410	375	294
	<i>Water turn on/off requests</i>	750	1,068	883	556
	<i>Line leak checks</i>	160	43	68	56



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, Red Hills, Samuel, Hillside Drive, Cottage Heights Loop, Kristen Way, and Cambria Place and Holly Pump Station to serve Holly Avenue
- ❖ 456 fire hydrants within the distribution system (389 public and 67 private).
- ❖ There are 4,113 metered water service connections (4,010 active accounts as of April 2024 billing and approximately 103 accounts idle).
- ❖ 47 fire service connections.
- ❖ One pressure regulating station
- ❖ There are 1,752 private backflow devices throughout the municipal water system. There are an additional 91 devices on city buildings and parks water services, for a total of 1,843.



Leaking Water Mainline

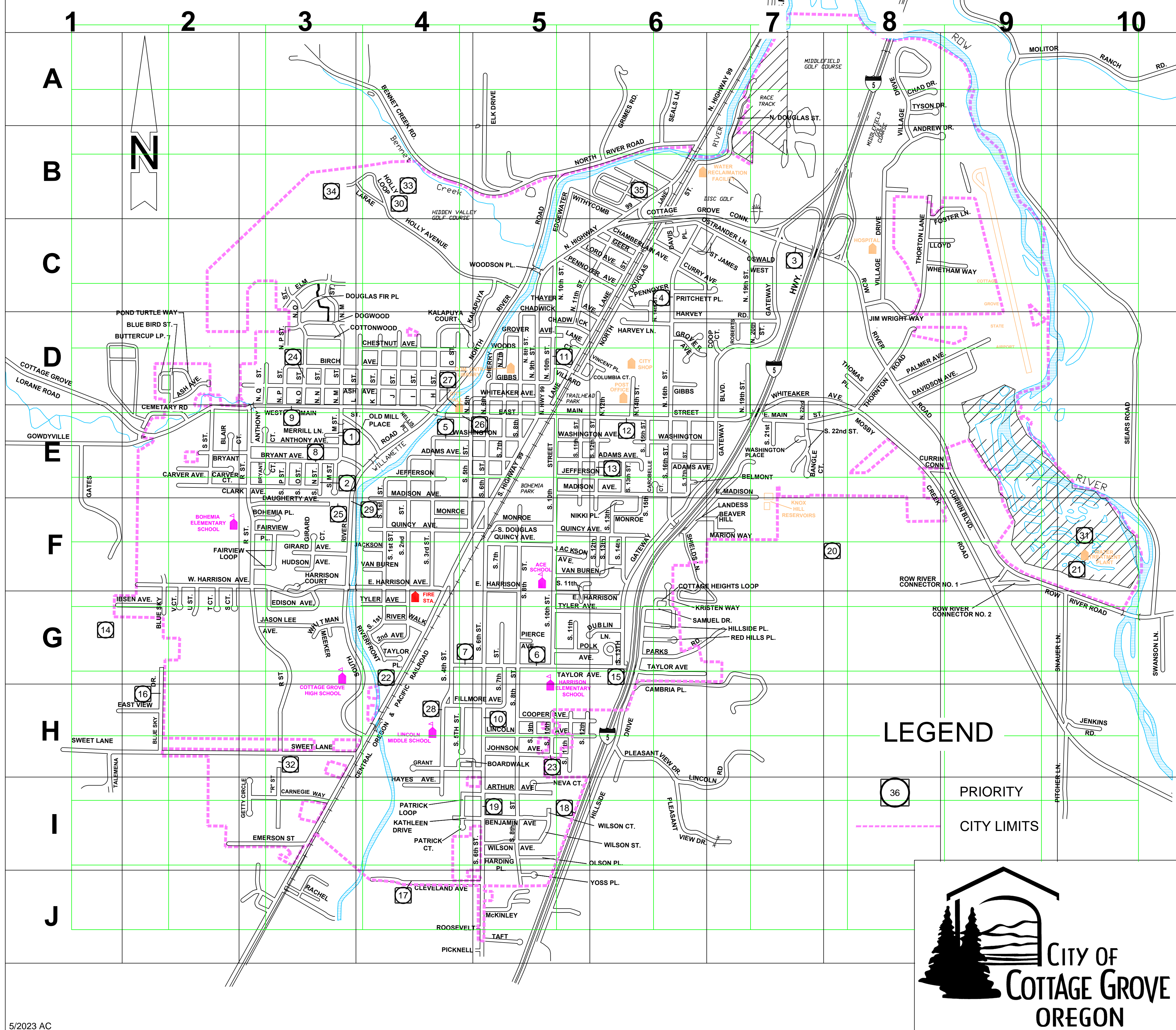


Water Mainline Repair on South 8th Street



Water Main Line Repair during 2024 Ice Storm

WATER IMPROVEMENT MAP



WATER PROJECTS PROJECTED CAPITAL IMPROVEMENT NEEDS

Map No.	Project	Total Costs (5/2023 \$)	Map No.	Project	Total Costs (5/2023 \$)
1	12 inch on "M" St. from Main - Bryant	89,439	22	Hwy 99 from S. River Rd. to River Walk Subdivision	100,619
2	12" on "N" St. from Bryant - Clark	4,748	23	10th St. & Johnson Ave.	356,411
3	12" on Cottage Grove Conn. From Hwy 99 to Row River Rd.	252,543	24	N. "O" St. from Ash - Birch	17,000
4	12" on 16th St. from Cottage Grove Conn. to Washington Ave.	466,952	25	Daugherty Ave. Loop	22,513
5	12" on Washington Ave. from 3rd - 5th	71,521	26	N. River Rd./Main St. across bridge to S. 5th St./Washington	308,289
6	12" on Taylor from 8th - 10th	63,097	27	Loop 8-inch at City Hall	42,575
7	12" on Taylor from 4th - 6th <i>Completed FY 20-21</i>	0	28	Replace 10" AC line on S. 4th St. <i>Portion Completed FY 15-16</i> <i>Remaining Portion Completed FY 20-21</i>	0
8	12" on Bryant from "R" - "M"	150,086	29	12" S. River Rd. from Nellis - Harrison	363,117
9	12" on Main St. from "R" - "M"	0	30	Backup generator at Holly Pump Station <i>Completed FY 17-18</i>	0
10	12" on 6th St. from Taylor - Grant	134,618	31	Add an addition 2 MGD Capacity to Water Treatment Plant <i>Portion Completed FY 19-20</i> <i>Remaining Portion Completed FY 20-21</i>	0
11	8" on 10th St. from Villard - Hwy. 99	135,997	32	South R Street Extension from Sweet Lane to Industrial Park Budgeted FY 23-24	61,837
12	8" on Main St. from 12th St. to Gateway Blvd.	148,402	33	Upgrade Holly Pump Station Budgeted FY 23-24	116,434
13	8" on 12th St. from Jefferson - Adams	15,468	34	New 250,000 Gal. Reservoir toe serve Mt. David and Sunrise Ridge FY 23-24	750,000
14	New 3.1 MG Reservoir (West Side)	4,616,378	35	Water Upgrades on Hwy 99 from Koffee Cup to Riverside Apartments <i>Completed FY 23-24</i> Yearly Program to upsize all water lines less than 8 inches in diameter to 8 inch pipe that not listed above	13,783,432
15	New Taylor St. Pump Station <i>Completed FY 17-18</i>	0			
16	12" on Blue Sky from Harrison - Sweet Lane	253,768			
17	12" on Cleveland Ave. from Hwy. 99 to I-5	471,700			
18	12" along west side of I-5	424,070			
19	12" on S. 6th from Grant - Cleveland	215,634			
20	New 1.05 MG Reservoir (Knox Hill) \$200,000 budgeted FY 22-23	1,563,654			
21	Water Master Plan Budgeted FY 23-34	291,298			

TOTAL OF ESTIMATED COSTS NOT FUNDED = \$25,291,601



City of Cottage Grove Fiscal Year 2024-25 Budget

WATER FUND: Water Distribution 202-220

2021-22 ACTUAL	2022-23 ACTUAL	2023-24 BUDGET	DESCRIPTION	FTE	2024-25 PROPOSED	2024-25 APPROVED	2024-25 ADOPTED
PERSONNEL SERVICES							
13906	15250	17,200	60215 PAYROLL/HR SPECIALIST	0.00	0	0	0
24,429	25,709	27,660	60240 UTILITIES BILLING SPECIALIST	0.53	30,925	30,925	30,925
0	0	0	60245 ACCOUNTS PAYABLE SPECIALIST	0.17	8,515	8,515	8,515
10,973	12,973	16,075	60250 FINANCE CLERK	0.34	15,725	15,725	15,725
19,044	19,977	20,910	60299 PUBLIC WORKS/DEVEL. DIRECTOR	0.16	21,720	21,720	21,720
6,388	7,422	0	60317 BLDG PERMIT SPCLST/CODE COMPL	0.00	0	0	0
29,695	31,952	37,945	60410 ADMINISTRATIVE AIDE	0.68	41,295	41,295	41,295
13,385	3,747	0	60430 CITY ENGINEER	0.00	0	0	0
41,542	45,414	47,900	60440 UTILITIES MAINT. SUPERVISOR	0.49	49,720	49,720	49,720
34,640	37,073	39,200	60450 FLEET & FACILITIES MANAGER	0.40	40,685	40,685	40,685
331,905	360,483	383,900	60480 UTILITY MAINTENANCE WORKER	5.97	400,300	400,300	400,300
5,705	6,817	8,500	61000 TEMPORARY WORKERS	0.23	7,000	7,000	7,000
4,387	4,850	4,900	61100 OVERTIME		5,100	5,100	5,100
6,576	7,917	6,995	62010 WORKERS' COMPENSATION		7,555	7,555	7,555
538	2,866	6,950	62020 UNEMPLOYMENT		7,275	7,275	7,275
40,321	43,002	51,105	62030 FICA		52,790	52,790	52,790
183	163	225	63010 LIFE INSURANCE		225	225	225
131,118	137,003	181,175	63020 RETIREMENT		195,500	195,500	195,500
1,543	1,246	2,350	63030 DISABILITY INSURANCE		2,350	2,350	2,350
166,096	175,458	191,200	63040 HEALTH INSURANCE		214,740	214,740	214,740
2,760	5,609	5,830	63050 DEFERRED COMPENSATION		6,940	6,940	6,940
0	1,252	2,400	63060 PAID FAM. MED. LEAVE INS.		3,080	3,080	3,080
885,134	946,181	1,052,420	TOTAL PERSONNEL SERVICES	8.97	1,111,440	1,111,440	1,111,440
MATERIALS AND SERVICES							
30,469	27,289	25,000	71000 CONTRACTUAL SERVICES		20,000	20,000	20,000
577	1,131	2,000	71210 CLOTHING		2,000	2,000	2,000
28,936	15,767	30,000	71500 ELECTRICITY		25,000	25,000	25,000
7,611	7,133	4,500	71520 TELEPHONE/MOBILE DEVICES		4,500	4,500	4,500
2,728	3,364	3,000	71530 NATURAL GAS		3,000	3,000	3,000
15,911	15,356	25,000	71540 FUEL & LUBRICANTS		20,000	20,000	20,000
0	0	100	71560 COMMUNICATIONS SERVICE		100	100	100
1,417	1,538	2,500	71700 BUILDING MAINT. & REPAIR		2,500	2,500	2,500
19,819	10,327	15,000	71710 EQUIPMENT MAINT. & REPAIR		15,000	15,000	15,000
9,148	1,771	7,500	71720 VEHICLE MAINT. & REPAIR		5,000	5,000	5,000
0	0	250	71730 RADIO MAINT. & REPAIR		100	100	100
86	0	1,000	72000 COMPUTER MAINT. & SUPPLIES		500	500	500
367	0	0	72010 OFFICE SUPPLIES		0	0	0
4,604	399	10,000	72100 MINOR EQUIPMENT & TOOLS		6,000	6,000	6,000
2,247	24	2,500	72120 EQUIP. RENTAL & LEASE		2,500	2,500	2,500
124	307	1,000	72400 LAB TESTS & SUPPLIES		1,000	1,000	1,000
4,889	0	500	72410 TREATMENT CHEMICALS		1,000	1,000	1,000
4,431	866	2,500	72510 SAFETY EQUIPMENT		2,500	2,500	2,500
311	367	500	72600 CLEANING & SANITARY SUPPLIES		1,000	1,000	1,000
10,768	5,134	10,000	73000 SAND & GRAVEL		10,000	10,000	10,000
972	0	5,000	73010 ASPHALT & CONCRETE		5,000	5,000	5,000
37,933	48,006	40,000	73100 WATER PIPE & APPURTENANCES		30,000	30,000	30,000
15,385	1,841	25,000	73110 HYDRANTS		25,000	25,000	25,000
3,405	28,214	15,000	73120 WATER METERS		20,000	20,000	20,000
20,422	22,342	20,000	73420 CREDIT CARD PROCESSING FEE		23,000	23,000	23,000
9,444	5,725	10,000	73600 MISC. SUPPLIES & EXPENSE		10,000	10,000	10,000
232,002	196,899	257,850	TOTAL MATERIALS AND SERVICES		234,700	234,700	234,700
1,117,136	1,143,080	1,310,270	TOTAL EXPENDITURES		1,346,140	1,346,140	1,346,140



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 2024-25

- Continue revising and updating water quality monitoring and sampling plans to meet EPA regulations.
- Be an active and supportive member of the Northwest Membrane Operator Association.
- Attend trainings for advanced operations of membrane filtration water treatment facilities.
- Be an active & supportive member of the AWWA-PNWS local Cascade to Coast Subsection.
- Investigate opportunities to improve processing operations at the water treatment plant.
- Continue finding ways to cut down on chemical shipping costs where possible.
- Assist City Staff with the continued administration of the City's Drinking Water Protection Plan approved by the Oregon Health Authority Drinking Water Services.
- Clean and inspect intake basin and reservoirs.
- Support new staff in obtaining level 2 certifications.
- Work with chemical suppliers to forecast potential outages and/or shipping issues.
- Support West Yost in developing a City Water Master Plan.
- Continue promoting water conservation education to City water users.

ENTERPRISE FUNDS – WATER PRODUCTION

PRIMARY ACCOMPLISHMENTS – FISCAL YEAR 2023-24

- Supported West Yost with the drafting of a new City Water Master Plan.
- Continued training of the newest full-time water treatment plant operator employees.
- Completed and submitted a Water Management and Conservation Plan to the WRD.
- Staff attended various training workshops to prepare for certification review exams.
- Received extension of water right use from Oregon Water Resources Department.
- Completed an instream water right lease to State of Oregon for the City water rights at the
- Collected by-weekly raw & finished water testing for Harmful Algal Bloom Cyanotoxins.
- Installed new air compressor replacing a failed unit.
- Continued purchasing critical spare parts to have on hand, cutting down on potential long lead wait times.
- Developed enhanced module cleaning procedures to deal with wildfire related water quality issues.
- Water Treatment Plant Superintendent received a level 3 water treatment plant certificate.
- Plant Operator White received his level 2 water treatment plant operator certificate.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2023-24

- Significant increases in labor, and chemicals.

PERSONNEL

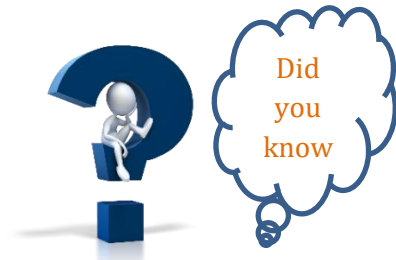
POSITION	GROUP	SALARY RANGE	2023 FTE	2024 FTE	2025 FTE
Public Works & Dev. Director	Exempt	\$101,952-\$130,128	0.09	0.09	0.09
City Engineer	Exempt	***Not Filled***	0.05	0.03	0.00
Fleet & Facilities Manager	Exempt	\$73,692-\$94,056	0.05	0.05	0.05
Water Production Superintendent	Exempt	\$73,685-\$94,046	1.00	1.00	1.00
Payroll-HR Specialist	Exempt	\$54,852-\$70,008	0.05	0.05	0.05
Utility Maintenance Worker 1, 2 & 3	Laborers	\$48,804-\$74,352	3.10	3.10	3.10
Building Permit Specialist/Code Comp	General	\$50,124-\$63,972	0.05	0.05	0.05
Administrative Aide	General	\$50,124-\$63,972	0.10	0.10	0.10
TOTAL FULL-TIME EQUIVALENT			4.49	4.47	4.44

ENTERPRISE FUNDS – WATER PRODUCTION

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	<i>Actual 2020-21</i>	<i>Actual 2021-22</i>	<i>Actual 2022-23</i>	<i>YTD 2023-24</i>
<i>Meet EPA's drinking water standards</i>	<i>Potable Water Produced (mil gal/yr)</i>	537	490	551	380
	<i>Consumer Confidence Reports distributed</i>	4445	4500	4500	4500
<i>Number of Sampling & Testing Performed</i>					
<i>Daily: WTP</i>					
	<i>Turbidity of filtered water every 4 hrs</i>	1498	1405	1395	1023
<i>Daily: EP</i>					
	<i>Chlorine residual</i>	365	365	365	365
	<i>pH</i>	365	365	365	365
	<i>Temperature</i>	365	365	365	365
<i>Weekly: DS</i>					
	<i>Bacteriological 4/wk</i>	208	208	208	208
	<i>Chlorine residual</i>	208	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>	96	Due 2024	Due 2024	Due 2024
<i>Every 3 years: DS</i>					
	<i>Lead</i>	40	Due 2024	Due 2024	Due 2024
	<i>Copper</i>	40	Due 2024	Due 2024	Due 2024
	<i>pH</i>	14	Due 2024	Due 2024	Due 2024
<i>Every 6 years: DS</i>					
	<i>None Due</i>	None Due	None Due	None Due	None Due
<i>Every 9 years: EP</i>					
	<i>Radionuclides - Radium 226/228</i>	Due 2024	Due 2024	Due 2024	Due 2024
	<i>Radionuclides - Uranium</i>	Due 2024	Due2024	Due2024	Due2024
	<i>Radionuclides - Gross Alpha</i>	Due 2024	Due2024	Due2024	Due2024
	<i>Inorganic Chemicals</i>	20	Due 2029	Due 2029	Due 2029
	<i>Nitrate</i>	1	Due 2029	Due 2029	Due 2029
	<i>Arsenic</i>	1	Due 2029	Due 2029	Due 2029
<i>Every 9 years: DS</i>					
	<i>Asbestos</i>	1	Due 2029	Due 2029	Due 2029

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



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

City of Cottage Grove Fiscal Year 2024-25 Budget

WATER FUND: Water Production 202-240

2021-22 ACTUAL	2022-23 ACTUAL	2023-24 BUDGET	DESCRIPTION	FTE	2024-25 PROPOSED	2024-25 APPROVED	2024-25 ADOPTED
PERSONNEL SERVICES							
3,476	3,813	4,050	60215 PAYROLL/HR SPECIALIST	0.00	0	0	0
10,713	11,237	11,765	60299 PUBLIC WORKS/DEVEL. DIRECTOR	0.09	12,220	12,220	12,220
1,597	1,855	2,650	60317 BLDG PERMIT SPECIALIST	0.05	2,870	2,870	2,870
4,767	5,305	5,860	60410 ADMINISTRATIVE AIDE	0.10	6,360	6,360	6,360
3,187	892	0	60430 CITY ENGINEER	0.00	0	0	0
4,330	4,633	4,830	60450 FLEET & FACILITIES MANAGER	0.05	5,020	5,020	5,020
78,629	86,548	90,250	60460 WATER /WASTEWATER SUPERINTENDEN	0.50	55,120	55,120	55,120
165,790	195,967	201,700	60480 UTILITY MAINTENANCE WORKER	3.60	242,960	242,960	242,960
8,924	6,469	5,000	61100 OVERTIME		9,000	9,000	9,000
4,297	6,222	6,200	62010 WORKERS' COMPENSATION		7,350	7,350	7,350
282	1,588	3,855	62020 UNEMPLOYMENT		3,895	3,895	3,895
21,251	23,932	27,770	62030 FICA		28,070	28,070	28,070
88	86	120	63010 LIFE INSURANCE		135	135	135
58,536	77,502	101,115	63020 RETIREMENT		107,620	107,620	107,620
738	664	1,230	63030 DISABILITY INSURANCE		735	735	735
68,039	77,979	81,350	63040 HEALTH INSURANCE		103,810	103,810	103,810
1,230	2,320	2,660	63050 DEFERRED COMPENSATION		3,225	3,225	3,225
0	697	1,285	63060 PAID FAM. MED. LEAVE INS.		1,625	1,625	1,625
435,873	507,709	551,690	TOTAL PERSONNEL SERVICES	4.39	590,015	590,015	590,015
MATERIALS AND SERVICES							
19,077	24,120	25,000	71000 CONTRACTUAL SERVICES		20,000	20,000	20,000
0	1,299	1,500	71210 CLOTHING		1,000	1,000	1,000
106,657	97,544	100,000	71500 ELECTRICITY		110,000	110,000	110,000
8,773	9,261	10,595	71520 TELEPHONE/MOBILE DEVICES		7,500	7,500	7,500
3,615	2,311	3,500	71540 FUEL & LUBRICANTS		3,500	3,500	3,500
5,509	12,835	5,000	71700 BUILDING MAINT. & REPAIR		7,500	7,500	7,500
15,116	39,266	25,000	71710 EQUIPMENT MAINT. & REPAIR		25,000	25,000	25,000
4,243	442	1,000	71720 VEHICLE MAINT. & REPAIR		2,000	2,000	2,000
0	0	100	71730 RADIO MAINT. & REPAIR		100	100	100
0	0	500	71750 METER MAINT. & REPAIR		2,500	2,500	2,500
21	15	1,500	72000 COMPUTER SERVICE & SUPPLIES		1,500	1,500	1,500
485	0	0	72010 OFFICE SUPPLIES		0	0	0
179	750	2,500	72100 MINOR EQUIPMENT & TOOLS		1,000	1,000	1,000
200	260	1,000	72120 EQUIPMENT RENTAL & LEASE		1,000	1,000	1,000
857	0	1,000	72300 BUILDING SUPPLIES		1,000	1,000	1,000
15,713	14,092	15,000	72400 LAB TESTS & SUPPLIES		15,000	15,000	15,000
54,582	75,595	95,000	72410 TREATMENT CHEMICALS		80,000	80,000	80,000
735	631	500	72510 SAFETY EQUIPMENT		500	500	500
1,936	3,376	3,500	73600 MISC. SUPPLIES & EXPENSE		3,500	3,500	3,500
237,699	281,797	292,195	TOTAL MATERIALS AND SERVICES		282,600	282,600	282,600
673,572	789,506	843,885	TOTAL EXPENDITURES		872,615	872,615	872,615



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.
- Training is provided for full-time employees that conduct the activities of the water utility.
- Fees are paid from this fund for water operator certification testing, licensing, and renewal.
- Pay fees annually to the Oregon Health Authority/DWS for their regulatory services.
- Provide funding for utility billing printing and mailing costs.
- Provide funding for publication and postage fees for the mailing of special reports to the public. These reports include the Annual Consumer Confidence Report and water quality Public Notification Reports.
- Pay its allotment for administrative and general engineering services as well as any outstanding debt service.

FOCUS AND GOALS – FISCAL YEAR 2024-25

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

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2023-24

- No significant budget changes.

City of Cottage Grove Fiscal Year 2024-25 Budget

WATER FUND: Internal Support Department 202-295

2021-22 ACTUAL	2022-23 ACTUAL	2023-24 BUDGET	DESCRIPTION	2024-25 PROPOSED	2024-25 APPROVED	2024-25 ADOPTED
MATERIALS & SERVICES						
126	19	1,000	70030 ADVERTISING	1,000	1,000	1,000
36	0	1,000	70040 CONSUMER CONFIDENCE REPORT	10,000	10,000	10,000
4,276	4,013	4,715	70100 AUDIT EXPENSE	4,905	4,905	4,905
34,291	37,881	41,710	70400 INSURANCE & BONDS	50,215	50,215	50,215
435	459	500	71012 EMAIL & WEB SERVICES	500	500	500
0	5,633	22,000	71570 COMPUTER SOFTWARE/SUPPORT	25,000	25,000	25,000
2,027	2,731	2,500	71600 POSTAGE	2,500	2,500	2,500
12,063	12,962	14,000	71610 UTILITY BILLING POSTAGE	15,000	15,000	15,000
4,627	198	6,000	72000 COMPUTER HARDWARE & SUPPLIES	5,000	5,000	5,000
924	752	1,000	72010 OFFICE SUPPLIES	1,000	1,000	1,000
711	539	1,000	72030 BOOKS, MAPS & PERIODICALS	100	100	100
0	1,649	2,000	72055 SAFETY & APPRECIATION AWARDS	2,500	2,500	2,500
0	0	500	72100 MINOR EQUIPMENT-TOOLS	500	500	500
752	30	1,000	73600 MISCELLANEOUS SUPPLIES	500	500	500
4,300	4,363	1,000	74000 PROGRAM FEES & DUES	1,000	1,000	1,000
4,586	1,592	6,000	74100 PROFESSIONAL ASSOCIATION DUES	6,000	6,000	6,000
3,170	8,001	1,000	74200 EDUCATION & REGISTRATION FEES	5,000	5,000	5,000
1,355	491	3,000	74210 TRAVEL & SUBSISTENCE	3,000	3,000	3,000
1,396	1,586	1,500	74300 EMPLOYEE MEDICAL EXAMS & TESTS	1,500	1,500	1,500
2,500	2,500	2,500	76133 WATERSHED COUNCIL	2,500	2,500	2,500
69,200	69,230	69,285	79900 ADMINISTRATION FEE	86,735	86,735	86,735
20,000	0	0	79910 ENGINEERING SERVICE FEES	0	0	0
166,773	154,628	183,210	TOTAL MATERIALS & SERVICES	224,455	224,455	224,455
TRANSFERS						
20,961	21,851	22,620	90217 TRANSFER TO DEBT SERVICE	42,225	42,225	42,225
100,000	50,000	50,000	90232 TRANSFER TO WATER RESERVE FUND	35,000	35,000	35,000
120,961	71,851	72,620	TOTAL TRANSFERS	77,225	77,225	77,225
0	0	64,415	99000 CONTINGENCY	102,975	102,975	102,975
0	0	0	99010 UNAPPROPRIATED ENDING BALANCE	0	0	0
592,992	374,968	0	99020 ENDING BALANCE	0	0	0
592,992	374,968	64,415	TOTAL ENDING BALANCE	102,975	102,975	102,975
880,726	601,447	320,245	TOTAL EXPENDITURES	404,655	404,655	404,655
2,671,434	2,534,033	2,474,400	TOTAL WATER FUND EXPENDITURES	2,623,410	2,623,410	2,623,410

City of Cottage Grove Fiscal Year 2024-25 Budget

WASTEWATER FUND: Revenue 302-000

2021-22 ACTUAL	2022-23 ACTUAL	2023-24 BUDGET	DESCRIPTION	2024-25 PROPOSED	2024-25 APPROVED	2024-25 ADOPTED
737,301	373,925	150,000	41010 CARRYOVER	338,000	338,000	653,125
1,835,931	2,026,927	2,300,000	45040 WASTEWATER DISP USER CHARGES	2,370,000	2,370,000	2,370,000
332,406	323,548	360,000	45044 GOLF COURSE FEES	400,000	400,000	400,000
37,048	37,125	35,000	45045 PRO SHOP	60,000	60,000	60,000
104,077	111,596	115,000	45046 CLUB/CART RENTALS	130,000	130,000	130,000
44,069	56,798	45,000	45047 DELI SALES	60,000	60,000	60,000
11,943	11,943	11,945	45049 CG HOSPITAL MOWING FEES	11,940	11,940	11,940
1,609	1,420	1,000	45055 GOLF SIMULATOR	3,000	3,000	3,000
2,367,082	2,569,355	2,867,945	TOTAL CHARGES FOR SERVICE	3,034,940	3,034,940	3,034,940
0	0	0	51125 FEMA ICE STORM REIMBURSEMENT	596,100	596,100	596,100
3,304	10,258	3,500	53200 INTEREST INCOME	5,000	5,000	5,000
			MISCELLANEOUS REVENUE			
48	0	400	54010 CREDIT BUREAU	100	100	100
1,025	8,685	1,000	54050 AUCTION PROCEEDS	1,000	1,000	1,000
7,249	12,674	2,500	54060 MISCELLANEOUS REVENUE	2,500	2,500	2,500
0	12,973	0	54070 INSURANCE PROCEEDS	0	0	0
12,200	12,600	12,600	54250 RENTAL PROPERTY REVENUE	0	0	0
20,523	46,932	16,500	TOTAL MISCELLANEOUS REVENUE	3,600	3,600	3,600
3,128,210	3,000,470	3,037,945	TOTAL REVENUE	3,977,640	3,977,640	4,292,765



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

FOCUS AND GOALS – FISCAL YEAR 2024-25

- Continue video inspection of the collection system to assess sewer pipe conditions.
- Smoke test sewer main lines on Anthony and Bryant Streets to address cross connections with storm water.
- Replace 2 back lot sewers on Polk, Madison, and Jefferson Streets.
- Install 12" water reuse line down Douglas Street to Trailhead Park & Bohemia Park.

PRIMARY ACCOMPLISHMENTS – FISCAL YEAR 2023-24

- Repaired and sealed 10 manholes reducing storm water infiltration and sewage blockages.
- Replaced approximately 6' of sewer mainline throughout the City.
- Repaired 6 sewer mainline breaks with in line repair technology.
- Installed approximately 640' of new 12" treated effluent mainline down N. Douglas and 300' of 8" effluent mainline in Bohemia Park.
- Repaired and or replaced 11 sewer laterals for a total of 225'.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2023-24

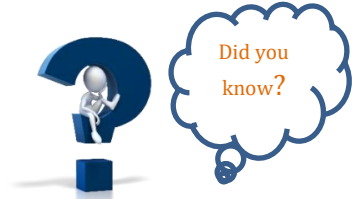
- A 3% wastewater rate increase is proposed to fund wastewater operations and Capital Improvements to the treatment plant and collection system. This is the final wastewater rate increase recommended by FCS through 2025. Significant increases in labor, electrical, fuel, and natural gas expenses.

PERSONNEL

POSITION	GROUP	SALARY RANGE	2023 FTE	2024 FTE	2025 FTE
Public Works & Dev. Director	Exempt	\$101,952-\$130,128	0.16	0.16	0.16
City Engineer	Exempt	***Not Filled***	0.11	0.05	0
Fleet & Facilities Manager	Exempt	\$73,692-\$94,056	0.15	0.15	0.15
Utility Maintenance Supervisor	Exempt	\$73,692-\$93,946	0.15	0.15	0.15
Payroll-HR Specialist	Exempt	\$54,852-\$70,008	0.20	0.20	0.2
Utility Maintenance Worker 1, 2 & 3	Laborers	\$48,804-\$74,352	2.06	2.06	2.06
Utility Billing Specialist	General	\$50,124-\$63,972	0.42	0.42	0.42
Finance Clerk	Exempt	\$19.38-\$24.74/hr	0.36	0.31	0.31
Building Permit Specialist/Code Comp	General	\$50,124-\$63,972	0.15	0.15	0
Administrative Aide	General	\$50,124-\$63,972	0.25	0.25	0.4
Temporary Workers	Exempt	\$14.70-\$14.70/hr	0.30	0.28	0.28
TOTAL FULL-TIME EQUIVALENT			4.31	4.18	4.13

PERFORMANCE MEASUREMENT

Strategy	Measure	Actual 2010-21	Actual 2021-22	Actual 2022-23	YTD 2023-24
<i>Provide a safe and effective conveyance of wastewater</i>	<i>No. of service requests evaluated</i>	48	60	67	12
	<i>No. of plugged sewer mains</i>	16	18	44	17
	<i>No. of lateral lines repaired</i>	14	14	10	11
	<i>Feet of sewer lines video</i>	13,219'	11,700'	11,300'	4,958'



Wastewater Collection Facts:

- The Department maintains approximately 45.95 miles of sanitary sewer main lines.
- The Department responded to approximately 715 locate requests to locate the utility lines prior to excavation work being performed.
- 1 new sewer connections were made to the existing sewer system and 11 sewer laterals were repaired this year (approximately 225’).
- There is a total of 3,787 active sewer customers served by the City’s sanitary sewer collection system.

ENTERPRISE FUNDS – WASTEWATER COLLECTION



Installation of new 12" effluent line in Douglas Street



12" Water Treated Effluent Line

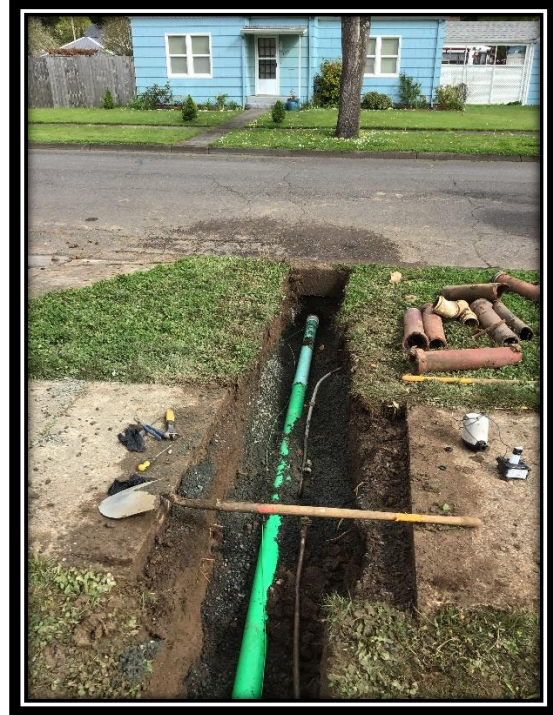


2024 Ice Storm Tree Stump Grinding

ENTERPRISE FUNDS – WASTEWATER COLLECTION



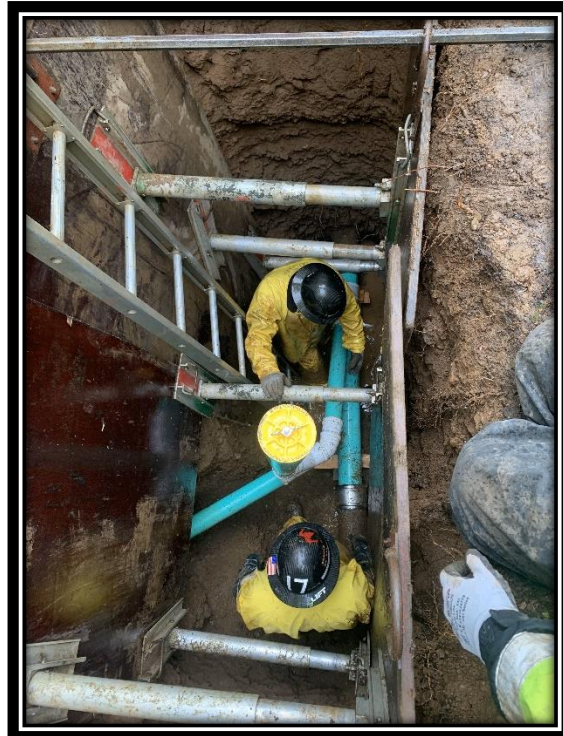
Lateral Sewer Line Repair on South S Street



Lateral Sewer Line Repair on Birch Street

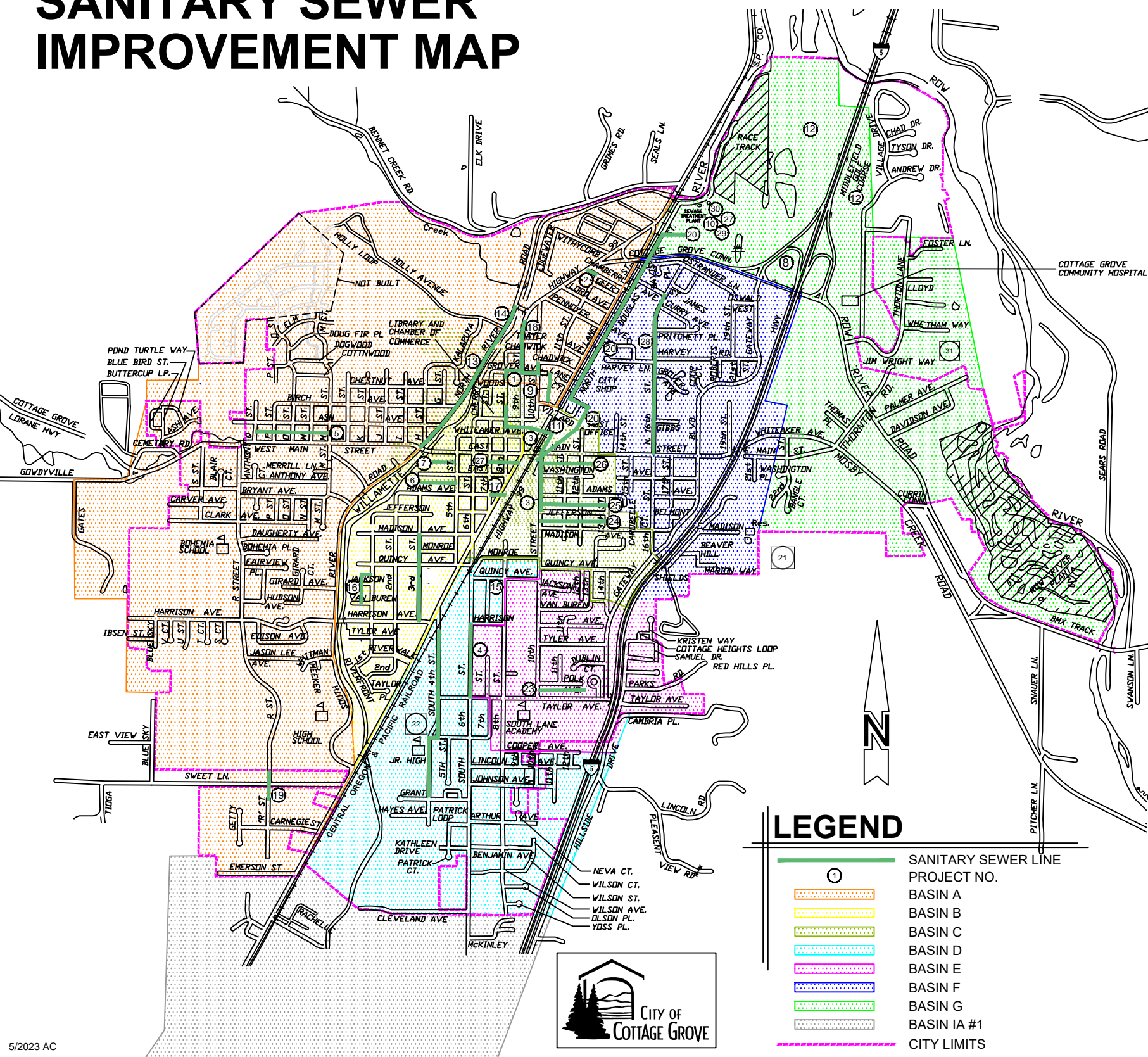


Lateral Sewer Line Repair on T Court



Lateral Sewer Line Repair between 8th & 9th Streets

SANITARY SEWER IMPROVEMENT MAP



LEGEND

- ① SANITARY SEWER LINE PROJECT NO.
- BASIN A
- BASIN B
- BASIN C
- BASIN D
- BASIN E
- BASIN F
- BASIN G
- BASIN IA #1
- CITY LIMITS

SANITARY SEWER PROJECTS PROJECTED CAPITAL IMPROVEMENT NEEDS

Map No.	Project	Total Costs (5/2022 \$)	Map No.	Project	Total Costs (5/2022 \$)
1	Intersection at Grover Ave. and 8th St. to 10th St.	560,067	11	Trailhead Park Sewer Relocation	59,575
2	Intersection at Chamberlain Ave. and 11th St.	108,736	12	Drainage Projects at Golf Course Completed FY 17-18	0
3	10th St. from Jefferson Ave. to Main St. across SPRR to N. of intersection 8th St. & Gibbs	1,360,731	13	N. River Road (Main to Holly)	225,283
4	Along 6th St. between Taylor Ave. and Hamison Ave..	434,638	14	N. River Road (Holly to Woodson)	66,314
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin A	112,718	15	704 Quincy	25,729
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin B	1,031,920	16	635 South 1st. Portion Completed FY 15-16 Remainder Completed FY 18-19	0
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin C	1,185,988	17	Adams Avenue from Napa to S. 7th Street Completed FY 18-19	0
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin D	409,521	18	Highway 99 from Woodson to Grover Completed FY 18-19	0
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin E	398,341	19	South R Street Extension from Sweet Lane to Industrial Park FY 23-24	61,837
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin F	39,513	20	Wastewater Reuse Project Portion Completed FY 20-21 Remaining Completed FY 21-22	0
	Inflow/Infiltration Corrective Work	473,384	21	Miscellaneous Projects including CCTV inspections and manhole lining	1,837,791
5	Alley (Main & Ash) from "M" St. to "Q" St.	291,086	22	South 4th Street (Grant to RR tracks) Completed FY 20-21	0
6	Alley (Washington & Adams) from 3rd St. to 5th St. Completed FY 18-19	0	23	Pipe Bursting backlot sewer (Polk-Taylor) off South 10th Street	1,345,726
7	Alley (East Main to Washington)	142,123	24	Pipe Bursting backlot sewer (Madison-Jefferson) off South 10th Street Budgeted FY 23-24	300,000
8	Exit 174 irrigation for reuse effluent Completed FY 21-22	0	25	Pipe Bursting backlot sewer (Jefferson-Adams) off South 10th Street Budgeted FY 23-24	300,000
9	Alley between Lane St. & 10 St down to Villard.	473,395	26	Pipe bursting sewer (Main-Washington) from 7th to Hwy 99 Budgeted FY 23-24	300,000
10	Backup effluent pump with vault Completed FY 20-21	0	27	Construct New Clarifier at WWTP \$550,000 budgeted FY 22-23 Complete FY 23-24	1,226,188
	PROJECT IDENTIFIED ON MASTER PLAN BUDGETED THIS FISCAL YEAR		28	North 16th Street Upgrade (Main to Chamberlain)	160,904
			29	Construct Bio Solids Dryer \$100,000 Budgeted FY 22-23	1,200,000
			30	Bio Solids Dryer - Design Budgeted FY 23-24	161,000
			31	Sewer Extension to the Airport Completed FY 22-23	0

TOTAL OF ESTIMATED COSTS NOT FUNDED = \$12,262,971



City of Cottage Grove Fiscal Year 2024-25 Budget

WASTEWATER FUND: Wastewater Collection 302-320

2021-22 ACTUAL	2022-23 ACTUAL	2023-24 BUDGET	DESCRIPTION	FTE	2024-25 PROPOSED	2024-25 APPROVED	2024-25 ADOPTED
PERSONNEL SERVICES							
13,906	15,250	16,450	60215 PAYROLL/HR SPECIALIST	0.00	0	0	0
19,359	20,373	22,560	60240 UTILITY BILLING SPECIALIST	0.42	24,505	24,505	24,505
0	0	0	60245 ACCOUNTS PAYABLE SPECIALIST	0.32	8,100	8,100	8,100
10,496	12,410	14,620	60250 FINANCE CLERK	0.66	14,600	14,600	14,600
19,044	19,977	20,915	60299 PUBLIC WORKS/DEVEL. DIRECTOR	0.16	21,720	21,720	21,720
4,791	5,566	0	60317 BLDG PERMIT SPCLST/CODE COMPL	0.00	0	0	0
11,805	11,535	21,645	60410 ADMINISTRATIVE AIDE	0.40	23,500	23,500	23,500
7,011	1,963	0	60430 CITY ENGINEER	0.00	0	0	0
12,717	13,903	14,575	60440 UTILITIES MAINT. SUPERVISOR	0.15	15,140	15,140	15,140
12,990	13,902	14,575	60450 FLEET & FACILITIES MANAGER	0.15	15,140	15,140	15,140
116,018	126,308	134,575	60480 UTILITY MAINTENANCE WORKER	2.06	148,400	148,400	148,400
5,705	6,817	8,470	61000 TEMPORARY WORKER	0.23	7,000	7,000	7,000
1,474	1,612	2,000	61100 OVERTIME		2,000	2,000	2,000
2,243	2,827	2,750	62010 WORKERS' COMPENSATION		2,970	2,970	2,970
236	1,254	2,935	62020 UNEMPLOYMENT		2,950	2,950	2,950
17,691	18,797	22,625	62030 FICA		22,865	22,865	22,865
75	67	100	63010 LIFE INSURANCE		100	100	100
55,053	56,860	80,995	63020 RETIREMENT		86,780	86,780	86,780
641	511	2,135	63030 DISABILITY INSURANCE		2,030	2,030	2,030
70,407	76,357	83,985	63040 HEALTH INSURANCE		89,800	89,800	89,800
1,355	2,344	2,250	63050 DEFERRED COMPENSATION		2,750	2,750	2,750
0	541	1,075	63060 PAID FAM. MED. LEAVE INS.		1,360	1,360	1,360
383,013	409,174	469,235	TOTAL PERSONNEL SERVICES	4.55	491,710	491,710	491,710
MATERIALS AND SERVICES							
36,744	47,468	30,000	71000 CONTRACTUAL SERVICES		25,000	25,000	25,000
577	1,131	1,500	71210 CLOTHING		1,500	1,500	1,500
2,524	6,126	4,500	71500 ELECTRICITY		4,500	4,500	4,500
4,936	5,689	4,880	71520 TELEPHONE/MOBILE DEVICES		4,500	4,500	4,500
2,895	4,504	3,500	71530 NATURAL GAS		3,500	3,500	3,500
15,653	12,815	15,000	71540 FUEL & LUBRICANTS		15,000	15,000	15,000
1,574	1,358	2,000	71700 BUILDING MAINT. & REPAIR		2,000	2,000	2,000
9,784	6,731	10,000	71710 EQUIPMENT MAINT. & REPAIR		12,500	12,500	12,500
8,173	2,062	5,000	71720 VEHICLE MAINT. & REPAIR		5,000	5,000	5,000
0	0	100	71730 RADIO MAINT. & REPAIR		100	100	100
461	0	500	72000 COMPUTER HARDWARE & SUPPLIES		500	500	500
298	0	0	72010 OFFICE SUPPLIES		0	0	0
2,801	423	5,000	72100 MINOR EQUIPMENT & TOOLS		5,000	5,000	5,000
2,129	5	1,000	72120 EQUIPMENT RENTAL & LEASE		1,000	1,000	1,000
3,555	866	2,500	72510 SAFETY EQUIPMENT		1,500	1,500	1,500
197	367	500	72600 CLEANING & SANITARY SUPPLIES		750	750	750
9,193	5,134	10,000	73000 SOIL/SAND/GRAVEL		10,000	10,000	10,000
412	94	5,000	73010 ASPHALT & CONCRETE		5,000	5,000	5,000
18,880	2,631	15,000	73200 SEWER PIPE		10,000	10,000	10,000
20,422	22,342	20,000	73420 CREDIT CARD PROCESSING FEE		23,000	23,000	23,000
6,693	2,303	5,000	73600 MISC. SUPPLIES & EXPENSE		5,000	5,000	5,000
147,898	122,047	140,980	TOTAL MATERIALS AND SERVICES		135,350	135,350	135,350
530,911	531,221	610,215	TOTAL EXPENDITURES		627,060	627,060	627,060



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 2024-25

- Continue to operate and maintain treatment site facilities and equipment to meet governing standards.
- Continue to provide treated reuse water for irrigation to Middlefield Golf Course and the I-5 exit 174 freeway interchange area.
- Expand treated effluent irrigation to Trailhead and Bohemia Parks.
- Complete design a bio-solids drying system.
- Construct new bio-solids dryer system.
- Hire a certified treatment plant operator to fill vacant position.

PRIMARY ACCOMPLISHMENTS – FISCAL YEAR 2023-24

- Replaced failed orbital shaft.
- Installed new influent pump and 2 new RAS pumps.
- Replaced belt on solids belt press.
- Clarifier #1 new operating mechanism was built and shipped to the treatment plant.
- Drained and cleaned the grit tank and contact basin.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2023-24

- Continued significant increases in labor, chemical, electrical, fuel, natural gas expenses and bio-solids processing fees.
- Implement 3% fee increase proposed in adopted revised FSC fee schedule to accommodate material and operational cost increases.
- Due to challenges of hiring a level 4 plant superintendent, the City has contracted for DEQ report filing and promoted the Water Superintendent to supervise staff and operations.

PERSONNEL

POSITION	GROUP	SALARY RANGE	2023 FTE	2024 FTE	2025 FTE
Public Works & Dev. Director	Exempt	\$101,952-\$130,128	0.09	0.09	0.09
Wastewater Treatment Plant Super.	Exempt	\$73,685-\$94,046	1.00	1.00	1.00
Fleet & Facilities Manager	Exempt	\$73,692-\$94,056	0.05	0.05	0.05
Payroll-HR Specialist	Exempt	\$54,852-\$70,008	0.05	0.05	0.05
Utility Maintenance Worker 1, 2 & 3	Laborers	\$48,804-\$74,352	3.10	3.10	3.10
Building Permit Specialist/Code Comp	General	\$50,124-\$63,972	0.05	0.05	0.00
Administrative Aide	General	\$50,124-\$63,972	0.07	0.07	0.12
TOTAL FULL-TIME EQUIVALENT			4.41	4.41	4.41



Rebuilt Clarifier #1

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

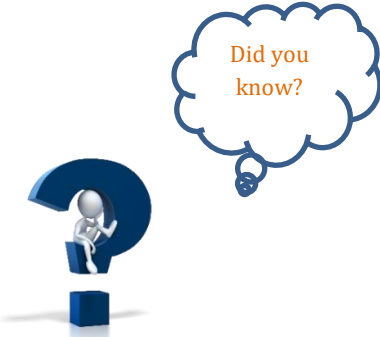





Public notice information regarding disinfecting wipes

PERFORMANCE MEASUREMENT

Strategy	Measure	Actual 2021	Actual 2022	Actual 2023	Estimate 2024
Meet EPA's & DEQ's treatment and discharge standards	Millions of gallons treated per year	736.4	682.6	720.8	750.0
	Dry tons of bio-solids disposed	92.93	181.5	189.4	200
	Permit Violations	1	0	0	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 2024-25 Budget

WATER FUND: Water Production 202-240

2021-22 ACTUAL	2022-23 ACTUAL	2023-24 BUDGET	DESCRIPTION	FTE	2024-25 PROPOSED	2024-25 APPROVED	2024-25 ADOPTED
PERSONNEL SERVICES							
3,476	3,813	4,050	60215 PAYROLL/HR SPECIALIST	0.00	0	0	0
10,713	11,237	11,765	60299 PUBLIC WORKS/DEVEL. DIRECTOR	0.09	12,220	12,220	12,220
1,597	1,855	2,650	60317 BLDG PERMIT SPECIALIST	0.05	2,870	2,870	2,870
4,767	5,305	5,860	60410 ADMINISTRATIVE AIDE	0.10	6,360	6,360	6,360
3,187	892	0	60430 CITY ENGINEER	0.00	0	0	0
4,330	4,633	4,830	60450 FLEET & FACILITIES MANAGER	0.05	5,020	5,020	5,020
78,629	86,548	90,250	60460 WATER /WASTEWATER SUPERINTENDEN	0.50	55,120	55,120	55,120
165,790	195,967	201,700	60480 UTILITY MAINTENANCE WORKER	3.60	242,960	242,960	242,960
8,924	6,469	5,000	61100 OVERTIME		9,000	9,000	9,000
4,297	6,222	6,200	62010 WORKERS' COMPENSATION		7,350	7,350	7,350
282	1,588	3,855	62020 UNEMPLOYMENT		3,895	3,895	3,895
21,251	23,932	27,770	62030 FICA		28,070	28,070	28,070
88	86	120	63010 LIFE INSURANCE		135	135	135
58,536	77,502	101,115	63020 RETIREMENT		107,620	107,620	107,620
738	664	1,230	63030 DISABILITY INSURANCE		735	735	735
68,039	77,979	81,350	63040 HEALTH INSURANCE		103,810	103,810	103,810
1,230	2,320	2,660	63050 DEFERRED COMPENSATION		3,225	3,225	3,225
0	697	1,285	63060 PAID FAM. MED. LEAVE INS.		1,625	1,625	1,625
435,873	507,709	551,690	TOTAL PERSONNEL SERVICES	4.39	590,015	590,015	590,015
MATERIALS AND SERVICES							
19,077	24,120	25,000	71000 CONTRACTUAL SERVICES		20,000	20,000	20,000
0	1,299	1,500	71210 CLOTHING		1,000	1,000	1,000
106,657	97,544	100,000	71500 ELECTRICITY		110,000	110,000	110,000
8,773	9,261	10,595	71520 TELEPHONE/MOBILE DEVICES		7,500	7,500	7,500
3,615	2,311	3,500	71540 FUEL & LUBRICANTS		3,500	3,500	3,500
5,509	12,835	5,000	71700 BUILDING MAINT. & REPAIR		7,500	7,500	7,500
15,116	39,266	25,000	71710 EQUIPMENT MAINT. & REPAIR		25,000	25,000	25,000
4,243	442	1,000	71720 VEHICLE MAINT. & REPAIR		2,000	2,000	2,000
0	0	100	71730 RADIO MAINT. & REPAIR		100	100	100
0	0	500	71750 METER MAINT. & REPAIR		2,500	2,500	2,500
21	15	1,500	72000 COMPUTER SERVICE & SUPPLIES		1,500	1,500	1,500
485	0	0	72010 OFFICE SUPPLIES		0	0	0
179	750	2,500	72100 MINOR EQUIPMENT & TOOLS		1,000	1,000	1,000
200	260	1,000	72120 EQUIPMENT RENTAL & LEASE		1,000	1,000	1,000
857	0	1,000	72300 BUILDING SUPPLIES		1,000	1,000	1,000
15,713	14,092	15,000	72400 LAB TESTS & SUPPLIES		15,000	15,000	15,000
54,582	75,595	95,000	72410 TREATMENT CHEMICALS		80,000	80,000	80,000
735	631	500	72510 SAFETY EQUIPMENT		500	500	500
1,936	3,376	3,500	73600 MISC. SUPPLIES & EXPENSE		3,500	3,500	3,500
237,699	281,797	292,195	TOTAL MATERIALS AND SERVICES		282,600	282,600	282,600
673,572	789,506	843,885	TOTAL EXPENDITURES		872,615	872,615	872,615

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 2024-25

- 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.
- Remodel Pro Shop to support golf simulator.
- Hard surface all golf course cart paths.
- Hire a full time Pro Shop assistant.
- Support additional regular part time Pro Shop assistants to support increased golf course use.

PRIMARY ACCOMPLISHMENTS – FISCAL YEAR 2023-24

- 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 University 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.
- Hired a new Pro Shop Manager replacing retired manger.
- Restored golf course after 2024 Ice Storm. Course was closed for 2.5 months during cleanup effort.
- Graded, widened, and rocked golf cart paths.
- Sold Middlefield Golf Course rental home. Proceeds will be used for golf course improvements.

ENTERPRISE FUNDS – MIDDLEFIELD GOLF COURSE

- Purchased and implemented new point of sale software for the Pro Shop.
- Installed irrigation filtration system to address algae and foreign material in irrigation lines.
- Hired a full time golf course maintenance worker.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2023-24

- Golf course cart fees we adjusted to charge by per rider fee.

PERSONNEL

POSITION	GROUP	SALARY RANGE	2023 FTE	2024 FTE	2025 FTE
Golf Course Superintendent	Exempt	\$73,692-\$94,056	1.00	1.00	1.00
Pro Shop Manager	Exempt	\$73,692-\$94,056	1.00	1.00	1.00
Assistant Golf Course Superintendent	Laborers	\$48,804-\$74,352	0.00	1.00	1.00
Maintenance Worker	Laborers	\$48,804-\$74,352	0.00	0.00	1.00
Pro Shop Assistant	Exempt	\$16.91-\$21.59/hr	1.70	1.70	1.49
Groundskeeper Reg. Part-Time Worker	Exempt	\$16.91-\$21.59/hr	3.46	3.46	3.46
TOTAL FULL-TIME EQUIVALENT			7.16	8.16	8.95



New Outdoor Dining at Middlefield Pro Shop



Steve Zeek Retired
After 17 years as Pro Shop Manager

ENTERPRISE FUNDS – MIDDLEFIELD GOLF COURSE

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	ACTUAL 2019-20	ACTUAL 2020-21	ACTUAL 2021-22	YTD 2022-23
<i>Use Reuse Water for Irrigation Purposes</i>	<i>Total Number of Gallons Applied (millions)</i>	34.00	84.10	68.30	52.90
<i>Provide Facility for Community Golf Programs and Tournaments Annually</i>	<i>No. of Tournaments</i>	6	0	12	0
	<i>No. of Annual Memberships</i>	42	32	50	32
	<i>Weekday Rounds</i>	6,489	12,629	12,463	9,967
	<i>Weekend Rounds</i>	3,615	4,180	3,340	2,783
	<i>Member Rounds</i>	5,291	5,380	4,901	4,146
	<i>Coupon Rounds</i>	*	*	2,244	1,661
	<i>Promotional Rounds</i>	1,119	1,390	1,108	916
	<i>Golf Simulator Rounds</i>	*	*	137	135
	Total Rounds	16,514	23,579	24,193	19,608
	<i>Cart Rentals</i>			9,187	7,544
	<i>Attendance at Golf Camp</i>	22	0	16	0
	<i>No. of high school golf events</i>	7	0	2	1
<i>Increase Sales to Support Operations & Maintenance</i>	<i>Clubs/Cart Rental</i>	\$ 59,219	\$ 95,685	\$ 104,076	\$ 81,183
	<i>Deli Shop Revenue</i>	\$ 28,836	\$ 43,914	\$ 44,068	\$ 40,767
	<i>Pro Shop Revenue</i>	\$ 31,644	\$ 32,917	\$ 37,047	\$ 29,288
	<i>Golf Simulator</i>	\$ -	\$ 815	\$ 1,609	\$ 1,325

City of Cottage Grove Fiscal Year 2024-25 Budget

WASTEWATER FUND: Middlefield Golf Course 302-326

2021-22 ACTUAL	2022-23 ACTUAL	2023-24 BUDGET	DESCRIPTION	FTE	2024-25 PROPOSED	2024-25 APPROVED	2024-25 ADOPTED
PERSONNEL SERVICES							
55,167	57,863	60,310	60476 GOLF SHOP MANAGER	1.00	76,570	76,570	76,570
38,586	48,277	57,000	60477 GOLF SHOP ASSISTANT	2.70	127,590	127,590	127,590
86,033	90,240	94,600	60478 GOLF COURSE SUPERINTENDENT	1.00	98,265	98,265	98,265
40,033	48,149	55,730	60479 ASSISTANT GOLF COURSE SUPER	1.00	63,915	63,915	63,915
0	0	47,050	60480 MAINTENANCE WORKER	1.00	50,840	50,840	50,840
94,816	100,741	102,340	61010 GROUNDSKEEPER/REG. PT. WORK	3.46	110,500	110,500	110,500
0	757	400	61100 OVERTIME		400	400	400
2,183	4,070	3,750	62010 WORKERS' COMPENSATION		4,050	4,050	4,050
320	1,761	5,000	62020 UNEMPLOYMENT		6,335	6,335	6,335
24,275	26,775	34,250	62030 FICA		4,400	4,400	4,400
64	58	120	63010 LIFE INSURANCE		130	130	130
50,811	64,656	96,800	63020 RETIREMENT		165,470	165,470	165,470
537	442	850	63030 DISABILITY INSURANCE		850	850	850
46,828	42,102	64,950	63040 HEALTH INSURANCE		110,645	110,645	110,645
1,287	2,315	2,600	63050 DEFERRED COMPENSATION		985	985	985
0	761	1,655	63060 PAID FAM. MED. LEAVE INS.		2,640	2,640	2,640
440,940	488,966	627,405	TOTAL PERSONNEL SERVICES	10.16	823,585	823,585	823,585
MATERIALS AND SERVICES							
3,067	3,385	5,000	70030 ADVERTISING		5,000	5,000	5,000
5,374	6,782	10,000	71000 CONTRACTUAL SERVICES		10,000	10,000	10,000
3,374	748	5,000	71020 LICENSES & PERMITS		5,000	5,000	5,000
1,702	2,903	3,000	71210 CLOTHING		3,000	3,000	3,000
24,649	23,073	25,000	71500 ELECTRICITY		25,000	25,000	25,000
7,042	7,240	8,985	71520 TELEPHONE/MOBILE DEVICES		8,000	8,000	8,000
2,508	2,246	5,000	71530 NATURAL GAS		4,000	4,000	4,000
21,200	20,921	20,000	71540 FUEL & LUBRICANTS		20,000	20,000	20,000
3,397	11,101	5,000	71700 BUILDING MAINT. & REPAIR		7,500	7,500	7,500
38,368	38,870	3,000	71710 EQUIPMENT MAINT. & REPAIR		30,000	30,000	30,000
27	98	25,000	71720 VEHICLE MAINT. & REPAIR		5,000	5,000	5,000
149	1,420	2,000	72000 COMPUTER HARDWARE & SUPPLIES		2,000	2,000	2,000
317	0	0	72010 OFFICE SUPPLIES		0	0	0
439	0	500	72030 BOOKS, MAPS & PERIODICALS		500	500	500
8,247	6,048	7,500	72100 MINOR EQUIPMENT & TOOLS		10,000	10,000	10,000
17	300	500	72120 EQUIPMENT RENTAL & LEASE		500	500	500
0	410	2,500	72140 SHOP SUPPLIES		2,500	2,500	2,500
158	370	1,000	72200 LANDSCAPING SUPPLIES		1,000	1,000	1,000
7,493	5,375	10,000	72320 IRRIGATION PARTS & SUPPLIES		10,000	10,000	10,000
16,773	20,606	20,000	72330 SUPPLIES/PRO SHOP INVENTORY		30,000	30,000	30,000
29,583	35,183	30,000	72340 SUPPLIES/DELI FOOD		40,000	40,000	40,000
18,878	30,045	30,000	72430 CHEMICALS/FERTILIZER		30,000	30,000	30,000
0	2,197	2,500	72440 GREENS MAINTENANCE SUPPLIES		3,000	3,000	3,000
0	0	5,000	72460 CART PATH MAINTENANCE SUPPLIES		5,000	5,000	5,000
2,277	1,375	1,500	72600 CLEANING & SANITARY SUPPLIES		2,000	2,000	2,000
9,805	5,703	15,000	73000 SOIL/SAND/GRAVEL		15,000	15,000	15,000
10,482	3,427	7,500	73420 CREDIT CARD PROCESSING FEE		7,725	7,725	7,725
3,585	14,018	5,000	73600 MISC. SUPPLIES & EXPENSE		5,000	5,000	5,000
1,615	1,520	2,000	74100 PROFESSIONAL ASSOC. DUES		2,000	2,000	2,000
1,071	2,220	3,000	74200 EDUCATION & REGISTRATION FEES		3,000	3,000	3,000
0	201	2,000	74210 TRAVEL & SUBSISTENCE		2,000	2,000	2,000
221,598	247,784	262,485	TOTAL MATERIALS AND SERVICES		293,725	293,725	293,725
662,538	736,750	889,890	TOTAL EXPENDITURES		1,117,310	1,117,310	1,117,310

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 2024-25

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

City of Cottage Grove Fiscal Year 2024-25 Budget

WASTEWATER FUND: Internal Support Department 302-395

2021-22 ACTUAL	2022-23 ACTUAL	2023-24 BUDGET	DESCRIPTION	2024-25 PROPOSED	2024-25 APPROVED	2024-25 ADOPTED
MATERIALS & SERVICES						
410	19	1,000	70030 ADVERTISING	500	500	500
4,064	3,817	4,485	70100 AUDIT EXPENSE	4,665	4,665	4,665
84,575	100,877	102,485	70400 INSURANCE & BONDS	112,750	112,750	112,750
870	888	1,000	71000 CONTRACTUAL SERVICES	1,000	1,000	1,000
765	1,515	500	71012 EMAIL & WEB SERVICES	500	500	500
0	5,653	30,000	71570 COMPUTER SOFTWARE/SUPPORT	10,000	10,000	10,000
1,554	1,298	1,500	71600 POSTAGE	2,000	2,000	2,000
4,080	4,384	5,000	71610 UTILITY BILLING POSTAGE	5,000	5,000	5,000
4,606	208	5,000	72000 COMPUTER HARDWARE & SUPPLIES	2,500	2,500	2,500
356	412	1,500	72010 OFFICE SUPPLIES	1,500	1,500	1,500
487	102	300	72030 BOOKS, MAPS & PERIODICALS	300	300	300
0	3,130	3,000	72055 SAFETY & APPRECIATION AWARDS	3,750	3,750	3,750
0	0	500	72100 MINOR EQUIPMENT-TOOLS	500	500	500
11,078	11,784	12,000	73220 NDPES DISCHARGE PERMIT	12,000	12,000	12,000
0	0	500	74000 PROGRAM FEES & DUES	500	500	500
2,929	2,554	4,000	74100 PROFESSIONAL ASSOCIATION DUES	4,000	4,000	4,000
2,259	7,032	4,000	74200 EDUCATION & REGISTRATION FEES	6,000	6,000	6,000
210	2,437	1,500	74210 TRAVEL & SUBSISTENCE	1,500	1,500	1,500
195	997	1,000	74300 EMPLOYEE MEDICAL EXAMS & TESTS	1,000	1,000	1,000
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
69,205	75,150	69,575	79900 ADMINISTRATION FEE	87,120	87,120	87,120
20,000	0	0	79910 ENGINEERING SERVICE FEES	0	0	0
210,143	224,756	252,345	TOTAL MATERIALS & SERVICES	260,585	260,585	260,585
107,674	109,408	107,865	90217 TRANSFER TO DEBT SERVICE	707,105	707,105	774,765
325,000	84,600	50,000	90235 TRANSFER TO WW RESERVE FUND	45,000	45,000	292,465
432,674	194,008	157,865	TOTAL TRANSFERS	752,105	752,105	1,067,230
0	0	117,490	99000 CONTINGENCY	152,040	152,040	152,040
373,923	333,362	0	99020 ENDING BALANCE	0	0	0
373,923	333,362	117,490	TOTAL ENDING BALANCE	152,040	152,040	152,040
1,016,740	752,126	527,700	TOTAL EXPENDITURES	1,164,730	1,164,730	1,479,855
3,128,210	3,000,470	3,037,945	TOTAL WASTEWATER FUND EXPENDITURES	3,977,640	3,977,640	4,292,765

STORM DRAIN UTILITY

FUND/DEPARTMENT #: 402-420

OVERVIEW

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

DEPARTMENT OPERATIONAL OBJECTIVES

- Complete minor repairs to the system infrastructure
- Clean storm drainage mainlines, catch basins, inlets and drainage channels
- Respond to underground locate requests and identify underground utilities
- Separate cross connections (storm water connected to sanitary sewer) when possible and reconnect to appropriate system.
- Install filters into existing storm drain catch basins.
- Replace storm drainage lines at Bryant Street.
- Complete storm water mainline replacement on E. Madison Street.

FOCUS AND GOALS – FISCAL YEAR 2024-25

- Work on removing storm water from the wastewater collection lines.
- Research feasibility of starting a yard waste and compost program.
- Work with West Yost to start, update, of the current Storm Water Management Plan.

PRIMARY ACCOMPLISHMENTS – FISCAL YEAR 2023-24

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

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2023-24

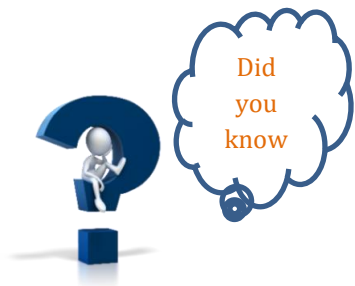
- No significant changes

PERSONNEL

POSITION	GROUP	SALARY RANGE	2023 FTE	2024 FTE	2025 FTE
Public Works & Dev. Director	Exempt	\$101,952-\$130,128	0.10	0.10	0.10
City Engineer	Exempt	***Not Filled***	0.08	0.04	0.00
Fleet & Facilities Manager	Exempt	\$73,692-\$94,056	0.08	0.08	0.08
Utilities Maintenance Supervisor	Exempt	\$73,692-\$93,946	0.14	0.14	0.14
Utility Maintenance Worker 1, 2 & 3	Laborers	\$48,804-\$74,352	1.69	1.69	1.69
Utility Billing Specialist	General	\$50,124-\$63,972	0.05	0.05	0.05
Administrative Aide	General	\$50,124-\$63,972	0.08	0.08	0.08
Building Permit Specialist/Code Compl	General	\$50,124-\$63,972	0.05	0.05	0.05
Finance Clerk	Exempt	\$19.38-\$24,74/hr	0.08	0.07	0.07
Temporary Worker	Exempt	\$14.70-\$14.70/hr	0.30	0.00	0.00
TOTAL FULL-TIME EQUIVALENT			2.65	2.3	2.26

PERFORMANCE MEASUREMENTS

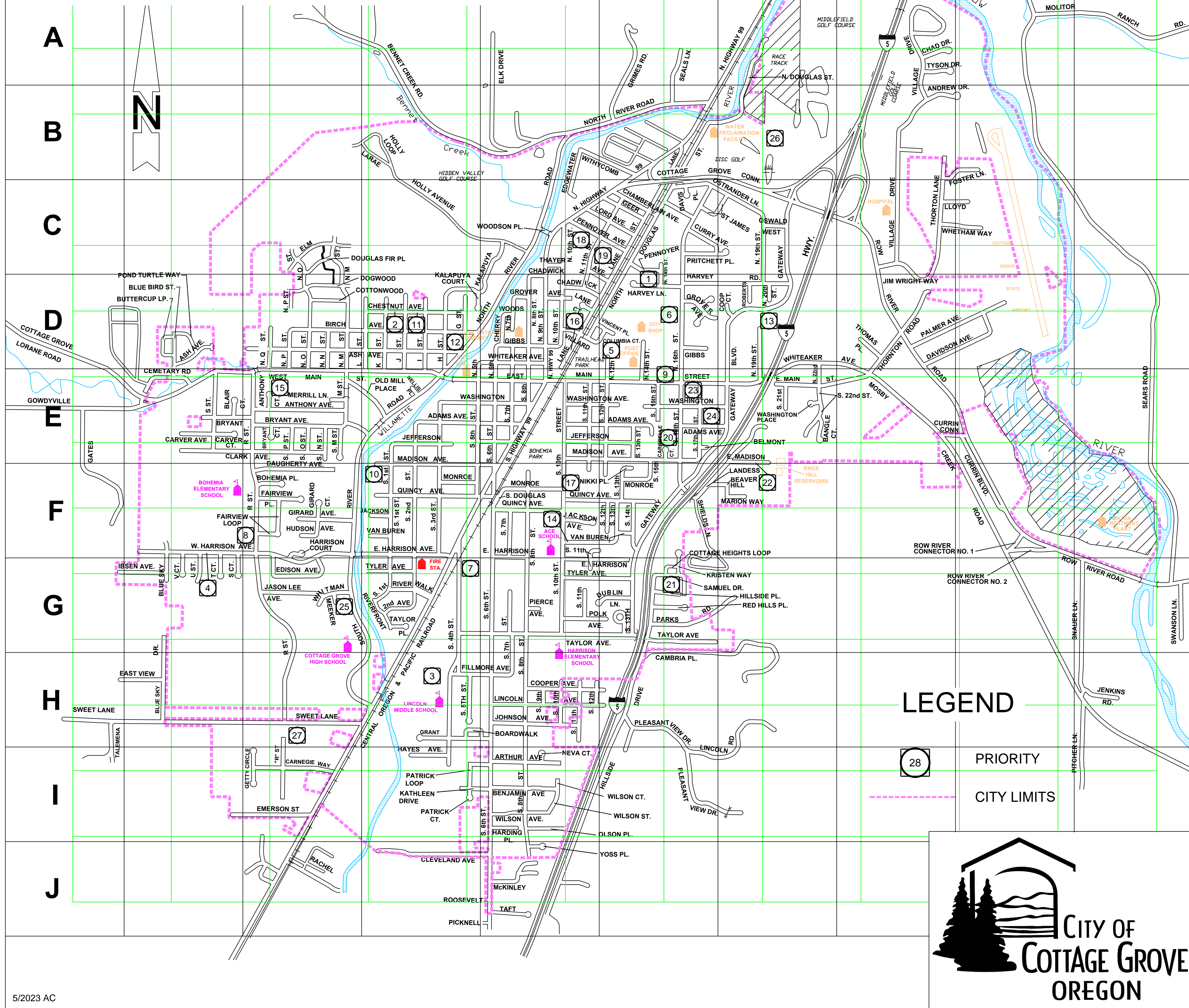
<i>Strategy</i>	<i>Measure</i>	Actual 2019-20	Actual 2020-21	Actual 2021-22	Actual 2023-24
<i>Provide an effective conveyance of storm water</i>	<i>No. of service requests evaluated</i>	15	20	17	12
	<i>No. of plugged storm mains</i>	4	5	0	5
	<i>Feet of drainage channels cleaned</i>	1900'	1500'	2700'	2300'



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 715 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



5/2023 AC



STORM DRAINAGE PROJECTS PROJECTED CAPITAL IMPROVEMENT NEEDS

Map No.	Project	Total Costs (5/2022 \$)	Map No.	Project	Total Costs (5/2023 \$)
1	Along Harvey Rd. between N. 16th and Hwy. 99	913,229	16	Along Hwy. 99 from Whiteaker Ave. to Villard Ave.	668,343
2	Along Chestnut between N. "L" St. and N. "J" St.	280,110	17	Along S. 12th St. between Dublin and Adams Ave.	2,355,742
3	Along Fillmore Ave. between S. 8th St. and Hwy. 99 <i>Portion Completed FY 16-17 Remaing Portion Completed FY 20-21</i>	0	18	West of Hwy. 99 from Thayer Ave. N. wards to N. 9th St.	1,219,068
4	Along Harrison Ave. between Blue Sky Drive and S. "S" St.	538,932	19	Along Hwy. 99 from Villard Ave. to Thayer Ave.	421,467
5	East of I-5 from Main/12th St. to Villard Ave.	1,219,068	20	Along S. 16th St. from I-5/S. 16th to Washington Ave.	559,914
6	Along N. 16th St. between Main St. & Harvey Rd.	1,414,946	21	East of I-5 between Parks Rd. and Shields Cemetary	233,246
7	Along S. 6th St. between Taylor Ave. and Quincy Ave.	933,138	22	Along E. Madison Ave. from about 850 ft. east of I-5 to S. 16th/Madison Ave.	630,056
8	Along S. property line of Bohemia School between S. "S" St. and about 135 feet east of S. "R" St.	299,407	23	Along S. 16th between Washington Ave. and Main St.	179,644
9	Along Main St. between 15th St. and 16th St.	158,816	24	Along Adams Ave. between Gateway Blvd. and S. 16th St.	419,935
10	Along Madison Ave. from S. 3rd St. to Coast Fork of Willamette River	688,559	25	Along Jason Lee Ave. from Whitmain Blvd. to the Coast Fork of Willamette River	484,105
11	Along Chestnut between N. "J" St. and N. "G" St.	538,932	26	N. Regional Park Ditch Cleaning	737,107
12	Along Birch between N. "G" St. and Coast Fork of Willamette River	331,262	27	South R. Street Extension Sweet Lane to Industrial Park	61,837
13	Replace 36" CMP pipe through Double-I development and along Gateway Blvd. <i>Completed FY 21-22</i>	0		Miscellaneous Projects	1,684,642
14	Upsize 12" pipe on South 10th Street from Quincy Avenue to Tyler Avenue <i>Completed FY 22-23</i>	0			
15	Replace backdot Storm Drainage line from Bryant to Silk Creek	334,189			

TOTAL OF ESTIMATED COSTS NOT FUNDED = \$17,305,693



City of Cottage Grove Fiscal Year 2024-25 Budget

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

2021-22 ACTUAL	2022-23 ACTUAL	2023-24 BUDGET	DESCRIPTION	FTE	2024-25 PROPOSED	2024-25 APPROVED	2024-25 ADOPTED
REVENUE							
129,679	23,249	45,000	41010 CARRYOVER		45,000	45,000	45,000
402,694	403,254	400,000	45050 STORM DRAINAGE FEES		402,500	402,500	402,500
0	0	0	51120 FEDERAL GRANTS		0	0	0
0	0	0	51125 FEMA ICE STORM REIMBURSEMENT		1,110	1,110	1,110
503	1,193	300	53200 INTEREST INCOME		500	500	500
11	0	100	54010 CREDIT BUREAU		0	0	0
0	0	1,000	54050 AUCTION PROCEEDS		1,000	1,000	1,000
546	1,453	500	54060 MISCELLANEOUS REVENUE		1,000	1,000	1,000
533,432	429,149	446,900	TOTAL REVENUE		451,110	451,110	451,110
EXPENDITURES							
PERSONNEL SERVICES							
2,305	2,425	2,610	60240 UTILITY BILLING SPECIALIST	0.05	2,920	2,920	2,920
0	0	0	60245 ACCOUNTS PAYABLE SPECIALIST	0.07	1,855	1,855	1,855
2,386	2,820	3,375	60250 FINANCE CLERK	0.07	3,315	3,315	3,315
11,903	12,485	13,100	60299 PUBLIC WORKS/DEVEL. DIRECTOR	0.10	13,580	13,580	13,580
1,597	1,855	0	60317 BLDG PERMIT SPCLST/CODE COMPL	0.00	0	0	0
3,814	4,243	7,180	60410 ADMINISTRATIVE AIDE	0.13	7,795	7,795	7,795
5,099	1,427	0	60430 CITY ENGINEER	0.00	0	0	0
11,869	12,976	13,650	60440 UTILITIES MAINT. SUPERVISOR	0.14	14,130	14,130	14,130
6,928	7,415	7,790	60450 FLEET & FACILITIES MANAGER	0.08	8,075	8,075	8,075
94,951	102,456	109,200	60480 UTILITY MAINTENANCE WORKER	1.69	114,760	114,760	114,760
5,705	0	0	61000 TEMPORARY WORKER	0.00	0	0	0
1,614	1,669	1,000	61100 OVERTIME PAY		1,000	1,000	1,000
1,664	1,832	1,920	62010 WORKERS' COMPENSATION		2,075	2,075	2,075
149	751	1,925	62020 UNEMPLOYMENT		2,020	2,020	2,020
11,135	11,261	13,705	62030 FICA		14,540	14,540	14,540
47	41	65	63010 LIFE INSURANCE		65	65	65
34,822	36,231	49,200	63020 RETIREMENT		54,665	54,665	54,665
400	320	1,415	63030 DISABILITY INSURANCE		1,380	1,380	1,380
43,775	44,298	50,120	63040 HEALTH INSURANCE		56,845	56,845	56,845
673	1,377	1,575	63050 DEFERRED COMPENSATION		2,025	2,025	2,025
0	329	665	63060 PAID FAM. MED. LEAVE INS.		875	875	875
240,833	246,214	278,495	TOTAL PERSONNEL SERVICES	2.33	301,920	301,920	301,920
MATERIALS & SERVICES							
0	1,043	500	70030 ADVERTISING		500	500	500
908	854	1,005	70100 AUDIT EXPENSE		1,050	1,050	1,050
5,276	5,913	6,550	70400 INSURANCE & BONDS		7,750	7,750	7,750
10,766	11,762	5,000	71000 CONTRACTUAL SERVICES		5,000	5,000	5,000
651	697	100	71012 EMAIL & WEB SERVICES		800	800	800
0	1,039	500	71210 CLOTHING		500	500	500
1,162	5,210	1,000	71500 ELECTRICITY		4,000	4,000	4,000
1,874	2,082	3,380	71520 TELEPHONE/MOBILE DEVICES		1,000	1,000	1,000
2,840	4,504	2,000	71530 NATURAL GAS		3,000	3,000	3,000
17,292	13,777	10,000	71540 FUEL & LUBRICANTS		5,000	5,000	5,000
42	0	100	71550 LANDFILL FEES		200	200	200
0	2,831	2,000	71570 COMPUTER SOFTWARE/SUPPORT		500	500	500
353	489	500	71600 POSTAGE		500	500	500

City of Cottage Grove Fiscal Year 2024-25 Budget

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

2021-22 ACTUAL	2022-23 ACTUAL	2023-24 BUDGET	DESCRIPTION	FTE	2024-25 PROPOSED	2024-25 APPROVED	2024-25 ADOPTED
1,596	1,716	1,500	71610 UTILITY BILLING POSTAGE		1,500	1,500	1,500
916	2,173	1,000	71700 BUILDING MAINT. & REPAIR		1,000	1,000	1,000
15,106	6,737	5,000	71710 EQUIPMENT MAINT. & REPAIR		5,000	5,000	5,000
5,265	2,059	2,500	71720 VEHICLE MAINT. & REPAIR		1,000	1,000	1,000
2,147	198	500	72000 COMPUTER HARDWARE & SUPPLIES		500	500	500
123	281	250	72010 OFFICE SUPPLIES		250	250	250
0	0	0	72055 SAFETY & APPRECIATION AWARDS		400	400	400
2,313	440	1,000	72100 MINOR EQUIPMENT & TOOLS		1,000	1,000	1,000
2,126	5	250	72120 EQUIPMENT RENTAL & LEASE		250	250	250
72	367	100	72600 CLEANING & SANITARY SUPPLIES		100	100	100
3,820	5,134	2,000	73000 SOIL-SAND-GRAVEL		1,000	1,000	1,000
66	0	500	73010 ASPHALT & CONCRETE		500	500	500
15,557	0	2,500	73020 STORM PIPE		500	500	500
4,538	4,937	5,000	73420 CREDIT CARD PROCESSING FEE		5,150	5,150	5,150
8,302	3,307	3,000	73600 MISCELLANEOUS SUPPLIES		1,000	1,000	1,000
0	0	500	74000 PROGRAM FEES AND DUES		100	100	100
23,370	27,240	29,665	79900 ADMINISTRATIVE FEE		35,105	35,105	35,105
3,500	0	0	79910 ENGINEERING FEES		0	0	0
129,982	104,792	87,900	TOTAL MATERIALS & SERVICES		84,155	84,155	84,155
51,000	40,000	20,000	90203 TRANSFER TO STREET FUND		0	0	
3,438	3,584	3,715	90217 TRANSFER TO DEBT SERVICE		5,005	5,005	5,005
84,930	0	0	90236 TRANSFER TO STORM DRAIN RES		0	0	0
139,368	43,584	23,715	TOTAL TRANSFERS		5,005	5,005	5,005
0	0	56,790	99000 CONTINGENCY		60,030	60,030	60,030
23,249	34,559	0	99020 ENDING BALANCE		0	0	0
0	0	0	TOTAL ENDING FUND BALANCE		0	0	0
533,432	429,149	446,900	TOTAL EXPENDITURES		451,110	451,110	451,110

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.
- Support creating new development and job creation on remaining City Industrial lots.

FOCUS AND GOALS – FISCAL YEAR 2024-25

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

PRIMARY ACCOMPLISHMENTS – FISCAL YEAR 2023-24

- Sold 6.45 acre industrial park parcel. Paid of inter fund loans and built reserves for future debt service.
- Listed remaining properties with a real estate broker.



City of Cottage Grove Fiscal Year 2024-25 Budget

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

2021-22 ACTUAL	2022-23 ACTUAL	2023-24 BUDGET	DESCRIPTION	2024-25 PROPOSED	2024-25 APPROVED	2024-25 ADOPTED
REVENUE						
16,332	8	35,000	41010 CARRYOVER	390,000	390,000	390,000
107	0	100	53200 INTEREST INCOME	0	0	0
0	0	0	54060 MISCELLANEOUS REVENUE	0	0	0
0	0	660,000	54300 SALE OF PROPERTY	300,000	300,000	300,000
85,000	0	0	54400 LOAN PROCEEDS	0	0	0
0	151,000	0	54420 INTERFUND LOAN PROCEEDS	0	0	0
101,439	151,008	695,100	TOTAL REVENUE	690,000	690,000	690,000
EXPENDITURES						
MATERIAL & SERVICES						
80	0	5,000	71000 CONTRACTUAL SERVICES	5,000	5,000	5,000
0	0	0	79900 ADMINISTRATIVE FEE	0	0	0
80	0	5,000	TOTAL MATERIALS & SERVICES	5,000	5,000	5,000
CAPITAL OUTLAY						
0	0	0	82000 LAND ACQUISITION	0	0	0
101,351	79,857	84,045	90217 TRANSFER TO DEBT SERVICE	83,185	83,185	83,185
0	71,150	0	90236 TRANSFER TO STRM DRAIN RESERVE	0	0	0
0	0	151,000	90232 TRANSFER TO WATER RESERVE	0	0	0
0	0	455,055	99000 CONTINGENCY	601,815	601,815	601,815
8	1	0	99020 ENDING BALANCE	0	0	0
101,439	151,008	695,100	TOTAL EXPENDITURES	690,000	690,000	690,000