

CITY OF COTTAGE GROVE

ENTERPRISE FUNDS BUDGET SUMMARY

FUND/DEPARTMENT	FY2009-10 ACTUAL	FY2010-11 ACTUAL	FY2011-12 ACTUAL	FY2012-13 BUDGET	FY2013-14 ADOPTED
Water Fund					
Water Distribution	690,174	642,073	691,310	876,460	892,580
Water Production	466,120	474,888	522,027	548,865	566,665
Non-Departmental	484,858	640,307	556,675	435,275	404,535
Total Water Fund	1,641,152	1,757,268	1,770,012	1,860,600	1,863,780
Industrial Park Operations Fund	1,085,157	645,205	465,655	466,600	241,700
Storm Drain Utility Fund	225,402	264,521	212,464	274,040	321,790
Wastewater Fund					
Wastewater Collection	341,698	324,274	353,515	320,420	330,350
Wastewater Treatment Plant	434,362	488,450	568,551	629,115	631,995
Middlefield Golf Course	403,306	420,242	439,469	456,485	450,365
Non-Departmental	423,889	398,896	255,053	264,305	288,510
Total Wastewater Fund	1,603,255	1,631,862	1,616,588	1,670,325	1,701,220
Total Enterprise Funds	4,554,966	4,298,856	4,064,719	4,271,565	4,128,490



City of Cottage Grove
Fiscal Year 2013-14 Budget

02-00 WATER FUND
REVENUE

2010-11 ACTUAL	2011-12 ACTUAL	2012-13 BUDGET	DESCRIPTION	2013-14		
				PROPOSED	APPROVED	ADOPTED
313,784	436,586	358,480	41010 CARRYOVER	338,805	338,805	338,805
			CHARGES FOR SERVICES			
1,358,467	1,359,025	1,465,345	45010 SALE OF WATER	1,483,375	1,483,375	1,483,375
32,977	38,879	25,000	45020 SERVICE CONNECTION FEES	30,000	30,000	30,000
13,094	4,030	2,000	45030 INSTALLATION FEES	3,500	3,500	3,500
0	0	0	45500 MISC. CHARGES FOR SERVICES	0	0	0
1,404,537	1,401,933	1,492,345	TOTAL CHARGES FOR SERVICES	1,516,875	1,516,875	1,516,875
1,941	2,369	1,500	53200 INTEREST INCOME	1,500	1,500	1,500
			MISCELLANEOUS REVENUE			
1,204	2,678	2,000	54010 CREDIT BUREAU	2,000	2,000	2,000
2,370	275	300	54050 AUCTION PROCEEDS	100	100	100
33,432	18,225	13,000	54060 MISCELLANEOUS REVENUE	4,500	4,500	4,500
37,006	21,178	15,300	TOTAL MISCELLANEOUS REVENUE	6,600	6,600	6,600
1,757,268	1,862,067	1,867,625	TOTAL REVENUE	1,863,780	1,863,780	1,863,780



FUND: ENTERPRISE

FUND/DEPARTMENT #: 02-50

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 2012-13

- Increased utilization of City personnel and equipment for the replacement of various small and large water lines.
- Contractor installed 1620' of 8" ductile iron pipe, during September, 2012, which looped the expanded Walmart store and provided enhanced fire protection and water service.
- Installed new fire hydrants and repaired damaged hydrants.

- Continued the administration/enforcement/evaluation aspects of the backflow device program.
- Assisted contractors in their ability to connect to the City's water system.
- Performed water main line taps and installed services for new residential and commercial customers.
- Replaced the remaining 1.6 miles of 14" transmission line, between Dorena Mobile Home Park and Bryson-Sears Road, with 6" plastic pipe. This helps maintain proper chlorine residual along the entire 4.6 mile line.
- Repaired leaks on the distribution system main lines.
- Performed flushing, chlorination and bacteriological testing on all new water mains constructed by contractors prior to the lines being accepted into the City water system.
- Provide on-going technical assistance to the Row River Valley Water District.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2012-13

- A 4.5% water rate increase is proposed. This increase follows the adopted 5 year utility rate plan.
- Reallocated personnel between various funds.

Position	FULL-TIME EQUIVALENT POSITIONS			
	Adopted 2010-11	Adopted 2011-12	Adopted 2012-13	Proposed 2013-14
Utilities Clerk	0.50	0.50	0.53	0.53
Finance Clerk	0.15	0.23	0.25	0.24
Public Works Director	0.35	0.20	0.25	0.25
Administrative Aide	0.50	0.30	0.30	0.35
Clerical Assistant	0.60	0.45	0.48	0.48
Permit Specialist	-	0.05	-	-
City Engineer	0.20	0.15	0.21	0.21
Utilities Maint. Supervisor	0.45	0.45	0.50	0.50
Fleet & Facilities Manager	0.40	0.35	0.40	0.40
Utility Maintenance Workers	3.93	3.88	4.29	4.29
	7.08	6.56	7.21	7.25



Water Line Repair "R" Street – February 19, 2013

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2009-10	Actual 2010-11	Actual 2011-12	Estimate 2012-13
Provide customers high quality drinking water	No. of backflow devices	1,348	1,319	1,343	1,370
	No. of backflow inspections	204	120	150	120
	No. of service requests evaluated	127	138	142	152
	No. of repairs on distribution system	106	76	132	97
Provide contractors and public with pertinent information as it relates to water distribution system	No. of locates	631	601	553	595
	Promotion of "call before you dig" service	√	√	√	√



Installation of new 8" gate valve at 8th and Main – April 8, 2013



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.
- 395 fire hydrants within the distribution system.
- Approximately 3,983 metered water service connections (3,661 active accounts as per March 2013 billing and approximately 322 accounts idle).
- 45 fire service connections.
- One pressure regulating station

From July 1, 2012 to May, 2013:

- Over 114 existing water meters were replaced because they were stopped, fogged, damaged or unable to be read.
- Approximately 397 customers were shut-off for non-payment of their bill. Water service was then turned back on when the past due balances were paid.
- Approximately 1021 requests to turn water on or off were received from customers.
- Approximately 111 customer leaks were field checked.
- There are approximately 1,302 private backflow devices throughout the municipal water system. There are an additional 68 devices on city buildings and parks water services.

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		12" Valves	93,300
2	12" on "N" St. from Bryant - Clarke	3,100	18	12" on Blue Sky from Harrison - Sweet Lane	165,700
3	12" on Cottage Grove Conn. From Hwy 99 to Row River Rd.	164,900	19	12" on Sweet Lane from Hwy. 99 to Blue Sky Dr. Completed FY 11-12	0
4	12" on 16th St. from Cottage Grove Conn. to Washington Ave.	304,900	20	12" on Cleveland Ave. from Hwy. 99 to I-5	308,000
5	12" on Washington Ave. from 3rd - 5th	46,700	21	12" along west side of I-5	276,900
6	12" on Taylor from 8th - 10th	41,200	22	12" on S. 6th from Grant - Cleveland	140,800
7	12" on Taylor from 4th - 6th	38,900	25	Jim's Tire (Replace 2" under Hwy 99)	21,200
8	12" on Bryant from "R" - "M"	98,000	26	Hwy 99 from S. River Rd. to River Walk Subdivision	65,700
9	12" on Main St. from "R" - "M"	106,700	27	10th St. & Johnson Ave.	5,800
10	12" on 10th St. Washington - Main Completed FY 12-13	0	28	N. "O" St. from Ash - Birch	11,100
11	12" on 6th St. from Taylor - Grant	87,900	29	Ash Ave. from "O" - "Q"	38,200
12	8" on 10th St. from Villard - Hwy. 99	88,800	30	Daugherty Ave. Loop	14,700
13	8" on Main St. from 12th St. to Gateway Blvd.	96,900	31	N. River Rd./Main St. across bridge to S. 5th St./Washington	201,300
14	8" on 3rd St. from Harrison - Jefferson	92,000	32	Loop 8-inch at City Hall	27,800
15	8" on 12th St. from Jefferson - Adams	10,100	33	Replace 14 inch transmission main to Schwartz Park Completed FY 11-12	0
	8" Valves	18,200	34	Replace 10" AC line on S. 4th St.	314,200
16	New 3.1 MG Reservoir (West Side)	3,014,300	35	S. River Rd. from Nellis - Harrison	237,100
17	New Taylor St. Pump Station	650,000	36	Backup generator at Holly Pump Station	36,900
23	New 1.25 MG Reservoir (McFarland Butte)	1,215,500	37	Backup generator at Landess Pump Station	38,800
24	New 1.05 MG Reservoir (Knox Hill)	1,021,000		Yearly Program to upsize all water lines less than 8 inches in diameter to 8 inch pipe that not listed above	9,000,000
	Add an addition 2 MGD Capacity to Water Treatment Plant	1,100,000			
	PROJECT IDENTIFIED ON MASTER PLAN				
	BUDGETED THIS FISCAL YEAR				

TOTAL OF ESTIMATED COSTS NOT FUNDED = \$19,255,000



City of Cottage Grove
Fiscal Year 2013-14 Budget

02 WATER FUND
02-50 WATER DISTRIBUTION

2013-14

2010-11 ACTUAL	2011-12 ACTUAL	2012-13 BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
PERSONNEL SERVICES						
18,840	19,598	21,225	60240 UTILITIES CLERK - 0.53 FTE	21,755	21,755	21,755
4,353	6,314	8,035	60250 FINANCE CLERK -0.24 FTE	8,575	8,575	8,575
16,922	18,215	22,120	60400 PUBLIC WORKS DIRECTOR - 0.25 FTE	22,670	22,670	22,670
12,607	12,894	13,190	60410 ADMINISTRATIVE AIDE - 0.35 FTE	15,715	15,715	15,715
18,541	17,860	19,225	60420 CLERICAL ASSISTANT - 0.48 FTE	19,705	19,705	19,705
0	1,569	0	60425 PERMIT SPECIALIST	0	0	0
10,945	11,233	16,005	60430 CITY ENGINEER - 0.21 FTE	16,405	16,405	16,405
29,290	30,024	34,030	60440 UTILITIES MAINT. SUPERVISOR - 0.50 FTE	34,880	34,880	34,880
23,083	23,659	27,580	60450 FLEET & FACILITIES MANAGER - 0.40 FTE	28,275	28,275	28,275
180,587	192,002	218,070	60480 UTILITY MAINTENANCE WORKER - 4.29 FTE	227,120	227,120	227,120
1,345	272	4,800	61100 OVERTIME	4,800	4,800	4,800
9,956	10,614	13,355	62010 WORKERS' COMPENSATION	11,085	11,085	11,085
994	1,705	2,115	62020 UNEMPLOYMENT	3,200	3,200	3,200
23,658	24,764	29,400	62030 FICA	30,595	30,595	30,595
278	284	280	63010 LIFE INSURANCE	285	285	285
43,697	53,969	65,540	63020 RETIREMENT	80,250	80,250	80,250
1,540	1,627	1,820	63030 DISABILITY INSURANCE	2,015	2,015	2,015
102,304	112,861	144,020	63040 HEALTH INSURANCE	136,950	136,950	136,950
498,940	539,462	640,810	TOTAL PERSONNEL SERVICES	664,280	664,280	664,280
MATERIALS AND SERVICES						
8,247	16,806	20,000	71000 CONTRACTUAL SERVICES	20,000	20,000	20,000
972	812	1,300	71210 CLOTHING ALLOWANCE	1,300	1,300	1,300
16,404	17,955	18,200	71500 ELECTRICITY	20,000	20,000	20,000
8,133	8,491	8,550	71520 TELEPHONE	8,000	8,000	8,000
3,574	2,402	3,600	71530 NATURAL GAS	2,500	2,500	2,500
16,860	14,363	16,000	71540 FUEL & LUBRICANTS	16,000	16,000	16,000
1,417	1,417	1,500	71560 COMMUNICATIONS SERVICE	1,500	1,500	1,500
0	37	0	71600 POSTAGE	0	0	0
1,111	2,078	4,500	71700 BUILDING MAINT. & REPAIR	4,000	4,000	4,000
14,677	17,051	18,300	71710 EQUIPMENT MAINT. & REPAIR	18,300	18,300	18,300
1,976	2,424	6,500	71720 VEHICLE MAINT. & REPAIR	7,500	7,500	7,500
71	316	400	71730 RADIO MAINT. & REPAIR	400	400	400
377	214	500	72000 COMPUTER SERVICE & SUPPLIES	500	500	500
426	86	800	72010 OFFICE SUPPLIES	800	800	800
3,350	6,448	7,000	72100 MINOR EQUIPMENT & TOOLS	7,000	7,000	7,000
0	0	10,000	72120 EQUIP. RENTAL & LEASE	5,000	5,000	5,000
997	529	1,000	72400 LAB TESTS & SUPPLIES	1,000	1,000	1,000
0	725	1,000	72410 TREATMENT CHEMICALS	1,000	1,000	1,000
1,699	1,553	1,500	72510 SAFETY EQUIPMENT	1,500	1,500	1,500
492	1,306	1,000	72600 CLEANING SUPPLIES	1,000	1,000	1,000
7,078	4,987	10,000	73000 SAND & GRAVEL	10,000	10,000	10,000
2,331	860	3,000	73010 ASPHALT & CONCRETE	3,000	3,000	3,000
31,317	26,476	65,000	73100 WATER PIPE & APPURTENACES	65,000	65,000	65,000
6,488	5,283	8,000	73110 HYDRANTS	10,000	10,000	10,000
10,055	12,202	20,000	73120 WATER METERS	15,000	15,000	15,000
5,081	7,028	8,000	73600 MISC. SUPPLIES & EXPENSE	8,000	8,000	8,000
143,133	151,848	235,650	TOTAL MATERIALS AND SERVICES	228,300	228,300	228,300
642,074	691,310	876,460	TOTAL EXPENDITURES	892,580	892,580	892,580



FUND: ENTERPRISE

FUND/DEPARTMENT #: 02-54

DEPARTMENT: WATER PRODUCTION

OVERVIEW

Water Production is a function of the Public Works Department and part of the water utility responsible for treatment of Row River Water to safe drinking water. It 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, two finished water high level storage reservoirs, three finished water booster pumping stations and a pressure regulating station.

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 the Water Distribution Department to provide a quality water supply.

OPERATIONAL OBJECTIVES

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.

Also 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.

BUDGET YEAR OBJECTIVES

- Revise and update water quality monitoring and sampling plans to meet EPA regulations.
- Continue to provide assistance to the City Attorney in certificating and defending the water rights for the Row River Water Treatment Plant.
- Active member of the Northwest Membrane Operator Association.
- Attend trainings for advanced operation of membrane filtration water treatment facilities.
- Active member of the American Water Works Association local Cascade to Coast Subsection.
- Investigate opportunities to improve processing operations of 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.
- Completion of the installation of the Sodium Hypochlorite Day Tank.
- Work with the City's contracted engineering firm in the design and replacement of the Taylor Avenue Booster Pump Station.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2012-13

- Hosted tours of water treatment plant facilities to professional & community organizations.
- Participated in local high school career fairs to share opportunities in the water industry.
- Participated in the local AWWA Cascade to Coast Subsection “Best Tasting Water Contest”.
- All departmental personnel attended various safety training sessions.
- All department personnel attended various training seminars to improve operational skills.
- Participated in ORWARN, an emergency response network for utilities.
- Assisted Coast Fork Willamette Watershed Council in Row River Nature Park improvements.
- Assisted City Attorney with certification of City’s water rights on the Row River.
- Completed second and final year Grant Funded Blue Green Harmful Algae Bloom Study on Army Corp of Engineers Dorena flood control reservoir with Oregon State University.
- Completed major maintenance repairs to the Knox Hill finished water storage reservoirs.
- Used certified diving contractor to clean Knox Hill reservoirs, water treatment plant High Service Pump Station Clearwell, Membrane Feed Tank & Raw Water Intake tanks.
- Installed additional Ultrasonic Level measurement Transducer at Knox Hill reservoir site for monitoring both reservoirs’ levels and added transmitted information into SCADA.
- Replaced and upgraded interior lighting to WTP main building.
- Collected and tested City water at 40 residences for Lead and Copper levels; done at 3 year intervals.
- Passed Oregon Health Authority Drinking Water Survey and awarded Outstanding Performer status.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2012-13

- No significant changes being proposed.

Position	FULL-TIME EQUIVALENT POSITIONS			
	Adopted 2010-11	Adopted 2011-12	Adopted 2012-13	Proposed 2013-14
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	0.16	0.16	0.14	0.27
	<u>3.61</u>	<u>3.61</u>	<u>3.59</u>	<u>3.72</u>

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2010	Actual 2011	Actual 2012	Estimate 2013
Meet EPA's drinking water standards	Potable Water Produced (million gallons per year)	541.0	441.0	442.0	442.0
	Number of consumer confidence reports mailed	4,080	4,337	4,351	4,351
Sampling & Testing (# of samples taken)					
Daily: (WTPs)					
	chlorine residual @ EP	666	365	366	365
	pH @ EP	666	365	366	365
	temperature @ EP	666	365	366	365
	turbidity of filtered water every 4 hours	2,655	831	964	964
Weekly: (per DS)					
	Bacteriological 4 per week	199	192	212	208
	Chlorine residual	199	192	212	208
Monthly: (RWSs)					
	Total and E.coli Bacteriological of raw water source	22	12	12	12
Quarterly: (WTPs)					
	Total Organic Carbon of raw water source	8	4	4	4
	Alkalinity of raw water source	8	0	0	0
	Total Organic Carbon of filtered water	8	4	4	4

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2010	Actual 2011	Actual 2012	Estimate 2013	
Meet EPA's drinking water standards	Sampling & Testing (cont.)					
	Annually: (WTPs)					
		Trihalomethanes	8	4	64	64
		Holacetic Acids	10	5	80	80
		Nitrate	2	1	1	1
		Volatile Organics - regulated	42	23	23	23
		Volatile Organics - non-regulated	42	22	22	22
		Every 3 years: (WTPs)				
		Synthetic Organic Chemicals	Due 2011	100	Due 2014	Due 2014
		Every 3 years: (DS)				
		Lead	Due 2012	Due 2012	40	Due 2015
		Cooper	Due 2012	Due 2012	40	Due 2015
		pH	Due 2012	Due 2012	14	Due 2015
		Every 6 years: (RWSs)				
		Radionuclides - Uranium	Due 2015	Due 2015	Due 2015	Due 2015
		Every 9 years: (RWSs)				
		Radionuclides - Radium 226/228	Due 2015	Due 2015	Due 2015	Due 2015
		Radionuclides - Gross Alpha	Due 2015	Due 2015	Due 2015	Due 2015
		Every 9 years: (WTPs)				
		Inorganic Chemicals	Due 2011	20	Due 2020	Due 2020
		Nitrite	Due 2011	1	Due 2020	Due 2020
		Arsenic	Due 2011	1	Due 2020	Due 2020
		Every 9 years: (DS)				
	Asbestos	Due 2011	1	Due 2020	Due 2020	

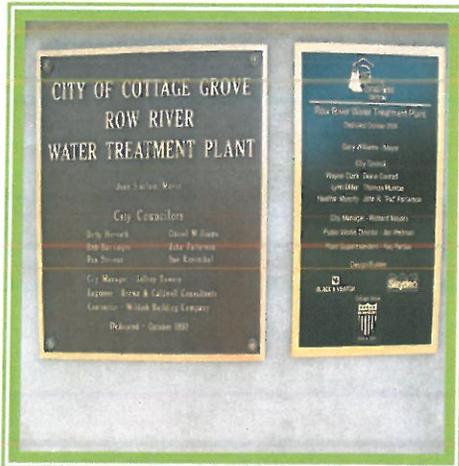
DS - Distribution System; EP - Entry Point; WTPs - Water Treatment Plants; RWS - Raw Water Sources



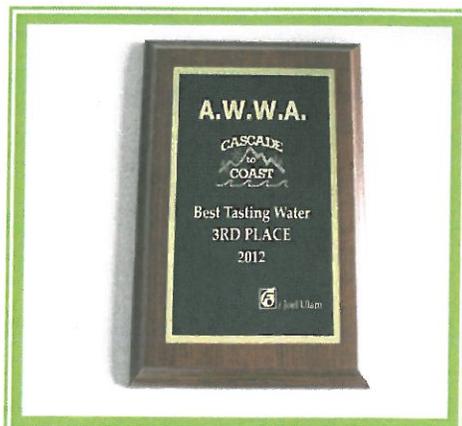
DID YOU KNOW?

Water Production Facts:

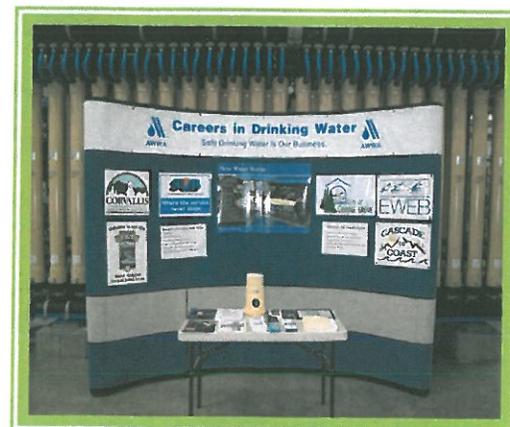
- Total treatment capacity = 4.0 Million Gallons per day.
- Average daily water production, winter months November - April = 1.0 Million Gallons
- Average daily water production, summer months May - October = 1.6 Million Gallons
- Peak daily water production, summer months July - September = 2.6 Million 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 of water approximately 15,000 times for the same cost as a six pack of pop.
- In 1974, Congress passed the Safe Drinking Water Act to ensure that drinking water is safe for human consumption. The Act requires public water systems to monitor and treat drinking water for safety.
- The Row River Water Treatment Plant received Second Place honors in the DJC 2009 Top Projects competition for public works infrastructure construction/design, in the \$5M to \$15M category.



Row River Water Treatment Plant Expansion and Improvements Dedication October 2008



Row River WTP Recognition Award



Educational Outreach Display Booth

**City of Cottage Grove
Fiscal Year 2013-14 Budget**

**02 WATER FUND
02-54 WATER PRODUCTION**

2013-14

2010-11 ACTUAL	2011-12 ACTUAL	2012-13 BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
PERSONNEL SERVICES						
12,692	13,227	13,275	60400 PUBLIC WORKS DIRECTOR - 0.15 FTE	13,605	13,605	13,605
2,126	2,180	2,225	60410 ADMINISTRATIVE AIDE - 0.05 FTE	2,280	2,280	2,280
3,768	4,151	4,005	60420 CLERICAL ASSISTANT - 0.10 FTE	4,105	4,105	4,105
3,648	3,744	3,815	60430 CITY ENGINEER - 0.05 FTE	3,910	3,910	3,910
3,298	3,380	3,450	60450 FLEET & FACILITIES MANAGER - 0.05 FTE	3,535	3,535	3,535
64,212	65,820	67,140	60460 WATER PRODUCTION SUPERVISOR - 1.0 FTE	68,810	68,810	68,810
97,449	103,642	109,950	60480 UTILITY MAINTENANCE WORKER - 2.05 FTE	112,910	112,910	112,910
2,313	3,024	0	61000 TEMPORARY WORKER - 0.27 FTE	5,740	5,740	5,740
0	0	3,000	61010 REGULAR PART TIME WORKER	0	0	0
3,799	2,964	5,500	61100 OVERTIME	5,500	5,500	5,500
7,499	7,641	8,940	62010 WORKERS' COMPENSATION	7,430	7,430	7,430
575	1,044	1,170	62020 UNEMPLOYMENT	1,765	1,765	1,765
14,468	15,067	16,245	62030 FICA	16,860	16,860	16,860
153	153	145	63010 LIFE INSURANCE	145	145	145
26,896	33,618	36,955	63020 RETIREMENT	44,110	44,110	44,110
840	872	905	63030 DISABILITY INSURANCE	995	995	995
61,168	64,325	75,645	63040 HEALTH INSURANCE	71,465	71,465	71,465
304,905	324,853	352,365	TOTAL PERSONNEL SERVICES	363,165	363,165	363,165
MATERIALS AND SERVICES						
10,953	6,474	11,000	71000 CONTRACTUAL SERVICES	11,000	11,000	11,000
67,752	64,778	68,000	71500 ELECTRICITY	72,000	72,000	72,000
11,637	12,647	13,000	71520 TELEPHONE	13,000	13,000	13,000
3,865	5,703	6,000	71540 FUEL & LUBRICANTS	6,000	6,000	6,000
324	324	400	71560 COMMUNICATIONS SERVICE	400	400	400
13	4,245	4,000	71700 BUILDING MAINT. & REPAIR	4,000	4,000	4,000
3,578	13,125	22,000	71710 EQUIPMENT MAINT. & REPAIR	22,000	22,000	22,000
19,199	1,034	2,000	71720 VEHICLE MAINT. & REPAIR	2,000	2,000	2,000
952	0	500	71730 RADIO MAINT. & REPAIR	500	500	500
0	0	500	71750 METER MAINT. & REPAIR	500	500	500
384	1,104	1,000	72000 COMPUTER SERVICE & SUPPLIES	1,000	1,000	1,000
338	349	500	72010 OFFICE SUPPLIES	500	500	500
2,423	1,057	1,800	72100 MINOR EQUIPMENT & TOOLS	1,800	1,800	1,800
0	508	1,000	72120 EQUIPMENT RENTAL & LEASE	1,000	1,000	1,000
1,491	65	1,500	72300 BUILDING SUPPLIES	1,500	1,500	1,500
11,413	16,403	20,000	72400 LAB TESTS & SUPPLIES	20,000	20,000	20,000
33,786	33,570	40,000	72410 TREATMENT CHEMICALS	43,000	43,000	43,000
67	48	300	72510 SAFETY EQUIPMENT	300	300	300
1,807	984	3,000	73600 MISC. SUPPLIES & EXPENSE	3,000	3,000	3,000
0	150	0	74200 EDUCATION & REGISTRATION FEES	0	0	0
169,983	162,566	196,500	TOTAL MATERIALS AND SERVICES	203,500	203,500	203,500
474,888	487,419	548,865	TOTAL EXPENDITURES	566,665	566,665	566,665

FUND: ENTERPRISE

FUND/DEPARTMENT #: 02-95

DEPARTMENT: WATER NON-DEPARTMENTAL

OVERVIEW

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

OPERATIONAL OBJECTIVES

- Pays dues for membership in the American Water Works Association, American Membrane Technology Association and the American Public Works Association. Dues are also paid to the League of Oregon Cities for representation of 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.
- Pays fees to the Oregon Health Authority/DWP for Water System Surveys.
- Provides funding for utility billing printing and mailing costs.
- 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.
- Pays its allotment for administrative and general engineering services as well as any outstanding debt service.

BUDGET YEAR OBJECTIVES

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

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2012-13

- Supported the activities of the Water Fund.

SIGNIFICANT BUDGET CHANGES FOR FISCAL YEAR 2013-14

- No significant budget changes proposed.

City of Cottage Grove
Fiscal Year 2013-14 Budget

02 WATER FUND
02-95 NON-DEPARTMENTAL

2010-11 ACTUAL	2011-12 ACTUAL	2012-13 BUDGET	DESCRIPTION	2013-14		
				PROPOSED	APPROVED	ADOPTED
MATERIALS & SERVICES						
204	119	500	70030 ADVERTISING	500	500	500
3,524	709	5,100	70040 CONSUMER CONFIDENCE REPORT	2,500	2,500	2,500
4,081	4,462	5,240	70100 AUDIT EXPENSE	5,390	5,390	5,390
18,586	15,554	21,000	70400 INSURANCE & BONDS	18,000	18,000	18,000
1,144	645	1,100	71600 POSTAGE	1,200	1,200	1,200
10,332	11,727	11,000	71610 UTILITY BILLING POSTAGE	12,500	12,500	12,500
2,417	1,736	3,500	72000 COMPUTER PROGRAMS & SUPPLIES	3,500	3,500	3,500
2,333	2,589	2,500	72010 OFFICE SUPPLIES	3,000	3,000	3,000
173	139	300	72030 BOOKS, MAPS & PERIODICALS	300	300	300
0	0	200	73600 MISCELLANEOUS SUPPLIES	200	200	200
100	50	500	74000 PROGRAM FEES & DUES	500	500	500
4,971	5,590	6,000	74100 PROFESSIONAL ASSOCIATION DUES	7,500	7,500	7,500
2,179	4,233	5,000	74200 EDUCATION & REGISTRATION FEES	7,500	7,500	7,500
1,244	2,721	2,000	74210 TRAVEL & SUBSISTENCE	3,000	3,000	3,000
759	734	1,000	74300 EMPLOYEE MEDICAL EXAMS & TESTS	1,000	1,000	1,000
0	0	250	76133 WATERSHED COUNCIL	250	250	250
68,675	68,768	68,765	79900 ADMINISTRATION CHARGES	77,355	77,355	77,355
20,000	20,000	20,000	79910 ENGINEERING SERVICE FEES	20,000	20,000	20,000
140,722	139,778	153,955	TOTAL MATERIALS & SERVICES	164,195	164,195	164,195
DEBT SERVICE						
0	0	0	90110 LOAN PAYMENT - PERS UAL	2,485	2,485	2,485
0	0	0	90111 LOAN INTEREST PAYMENT - PERS UAL	12,215	12,215	12,215
0	0	0	90??? LOAN TRUSTEE FEES	75	75	75
0	0	0	TOTAL DEBT SERVICE	14,775	14,775	14,775
TRANSFERS						
12,999	13,441	13,885	90217 TRANSFER TO DEBT SERVICE	0	0	0
50,000	100,000	75,000	90232 TRANSFER TO WATER RESERVE FUND	12,000	12,000	12,000
62,999	113,441	88,885	TOTAL TRANSFERS	12,000	12,000	12,000
0	0	199,461	99000 CONTINGENCY	213,565	213,565	213,565
0	0	0	99010 UNAPPROPRIATED ENDING BALANCE	0	0	0
436,586	430,119	0	99020 ENDING BALANCE	0	0	0
436,586	430,119	192,435	TOTAL ENDING BALANCE	213,565	213,565	213,565
640,307	683,338	435,275	TOTAL EXPENDITURES	404,535	404,535	404,535
1,757,269	1,862,067	1,860,600	TOTAL WATER FUND EXPENDITURES	1,863,780	1,863,780	1,863,780

FUND: INDUSTRIAL PARK FUND

FUND/DEPARTMENT #: 09-00

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.
- Monitor sale agreements for monthly and final payments.

BUDGET YEAR OBJECTIVES

- Work closely with Cottage Grove Community Development Corporation, Metro Partnership, Lane county, and the State of Oregon to market available space within the park.
- Continue to make payments from reserves and revenue when lots are sold for outstanding debt, not paying any portion in full until adequate funds to cover all debt is acquired.
- Maintenance of Fund Balance to cover debt service costs in event of a down year.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2012-13

- Continuing marketing the property available, including listing on Oregon Explorer web site at the Oregon Business Development Department and coordination with the Community Development Corporation.



City of Cottage Grove
Fiscal Year 2013-14 Budget

09-00 INDUSTRIAL PARK OPERATIONS

2010-11 ACTUAL	2011-12 ACTUAL	2013-14 BUDGET	DESCRIPTION	2013-14		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
625,706	459,464	463,000	41010 CARRYOVER	240,500	240,500	240,500
2,999	2,066	3,600	53200 INTEREST INCOME	1,200	1,200	1,200
16,500	4,125	0	54300 SALE OF PROPERTY	0	0	0
0	0	0	54060 MISCELLANEOUS REVENUE	0	0	0
645,205	465,655	466,600	TOTAL REVENUE	241,700	241,700	241,700
EXPENDITURES						
MATERIAL & SERVICES						
531	1,344	2,000	70100 AUDIT EXPENSE	594	594	594
16,389	10,373	50,000	71000 CONTRACTUAL SERVICES	50,000	50,000	50,000
299	251	500	71500 ELECTRICITY	500	500	500
23	1,423	10,000	73600 MISCELLANEOUS SUPPLIES	10,000	10,000	10,000
0	4,962	3,000	79900 ADMINISTRATIVE FEE	3,000	3,000	3,000
17,242	18,353	65,500	TOTAL MATERIALS & SERVICES	64,094	64,094	64,094
DEBT SERVICE						
105,365	46,770	53,260	90110 LOAN PRINCIPAL	0	0	0
63,134	52,716	50,130	90111 LOAN INTEREST	0	0	0
0	0	0	90110 LOAN PRINCIPAL - LOCAP	65,000	65,000	65,000
0	0	0	90111 LOAN INTEREST - LOCAP	31,181	31,181	31,181
168,499	99,486	103,390	TOTAL DEBT SERVICE	96,181	96,181	96,181
0	0	256,914	99000 CONTINGENCY	81,425	81,425	81,425
0	0	0	99010 UNAPPROPRIATED ENDING BAL.	0	0	0
0	0	40,796	99012 RESERVED FOR FUTURE EXPENDITURE	0	0	0
459,465	347,816	0	99020 ENDING BALANCE	0	0	0
645,205	465,655	466,600	TOTAL EXPENDITURES	241,700	241,700	241,700

FUND: ENTERPRISE

FUND/DEPARTMENT #: 10-00

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.

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

BUDGET YEAR OBJECTIVES

- Replace several sections of storm drainage mainline that have caused excessive maintenance problems.
- Keep inlets and catch basins clear of debris so storm water can enter the system efficiently.
- Separate cross connections (storm water connected to sanitary sewer) when possible and reconnect to appropriate system.
- Increase maintenance and line cleaning efforts for the storm drainage system.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2012-13

- Maintained storm drainage system, including annual cleaning of all catch basins within the City.
- Investigated flooding complaints and repaired as necessary.
- Relocated the municipal storm drainage main lines prior to excavation work being performed.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2012-13

- Follow adopted 5 year utility rate plan and increase storm drain utility rates from \$3.11 per equivalent service unit (ESU) to \$3.23 per ESU. The rate increase is necessary to begin preparations to comply with additional Federal regulations when the City's population reaches 10,000.
- Paying for fund's allotment for general engineering services.
- Reallocate personnel between various funds.

FULL-TIME EQUIVALENT POSITIONS

Position	Adopted 2010-11	Adopted 2011-12	Adopted 2012-13	Proposed 2013-14
Utilities Clerk	0.05	0.05	0.05	0.05
Finance Clerk	-	0.15	0.07	0.07
Public Works Director	0.10	0.10	0.07	0.07
Administrative Aide	0.10	0.10	0.05	0.05
Clerical Assistant	0.20	0.15	0.08	0.08
Permit Specialist	-	0.05	-	-
City Engineer	0.10	0.10	0.05	0.08
Utilities Maint. Supervisor	0.15	0.15	0.08	0.10
Fleet & Facilities Manager	0.10	0.10	0.08	0.08
Utility Maintenance Worker	1.60	1.60	1.36	1.36
Temporary Worker	0.12	0.10	-	-
	<u>2.52</u>	<u>2.65</u>	<u>1.89</u>	<u>1.94</u>

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2010-11	Actual 2011-12	Actual 2012-13	Estimate 2013-14
Provide an effective conveyance of storm water	No. of service requests evaluated	12	20	11	15
	No. of plugged storm mains	3	5	6	8
	Number of drainage channels cleaned	14	22	23	25

DID YOU KNOW?



Storm Drainage Facts:

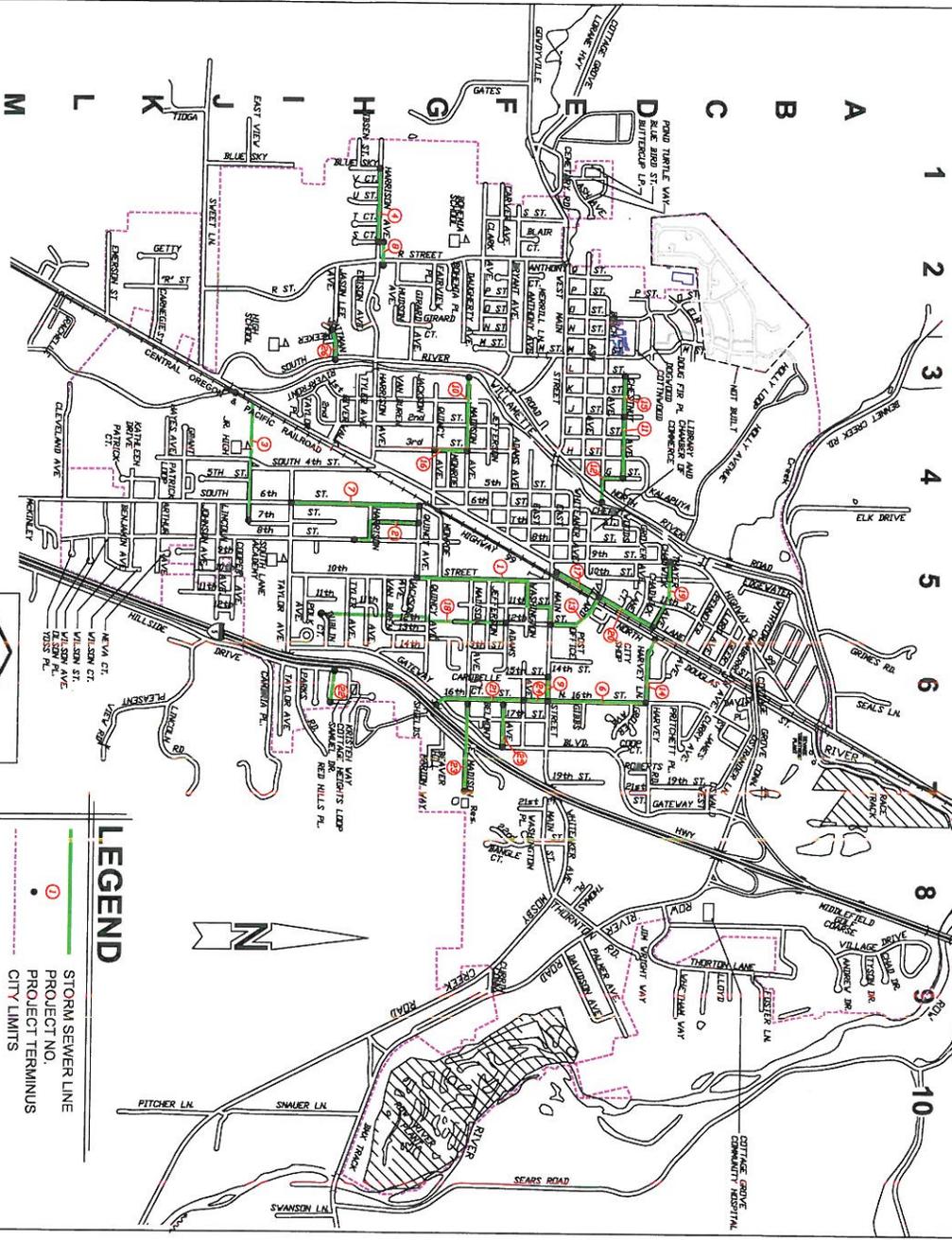
- The Department maintains approximately 30.85 miles of storm drainage lines.
- The Department cleans and maintains approximately 600 catch basins.
- The Department responded to approximately 595 locate requests to locate the municipal lines prior to excavation work being performed.
- Average rainfall in Cottage Grove is 46 inches.

STORM DRAINAGE PROJECTS PROJECTED CAPITAL IMPROVEMENT NEEDS

Map No.	Project	Total Costs (4/2010 \$)	Map No.	Project	Total Costs (4/2010 \$)
1	<i>Along 10th St. & Washington Ave. Between Quincy Ave. & Main St. Completed FY 12-13</i>	0	14	Along Harvey Rd. between N. 16th and Hwy. 99	596,300
2	Along S. 8th St. between Harrison Ave. & Quincy Ave.	430,100	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	Along S. 3rd St. between Quincy Ave. and Madison Ave.	152,300
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	<i>Along Quincy Ave. between S. 8th St. and S. 10th St. Completed FY 11-12</i>	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 Cemetary	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 Whitmain Blv to the Coast Fork of Willamette River	316,100
	PROJECT IDENTIFIED ON MASTER PLAN BUDGETED THIS FISCAL YEAR			N. Regional Park Ditch Cleaning	481,300
				Miscellaneous Projects	1,100,000

TOTAL OF ESTIMATED COSTS NOT FUNDED = \$12,596,600

STORM SEWER IMPROVEMENT MAP



1209



LEGEND

— STORM SEWER LINE
 ○ PROJECT NO.
 ○ CITY LIMITS

STREET INDEX

141 STREET	F3	IBSEN STREET	H1
2ND STREET	G4	J STREET	E3, G5
3RD STREET	H4	JANSON AVENUE	F4, F8
4TH STREET	H4	JANSON COURT	F4, F8
5TH STREET	F4	JEFFERSON STREET	C8
6TH STREET	F4	JIM WRIGHT WAY	J5
7TH STREET	F4	JOHNSON AVENUE	C8
8TH STREET	F4	K STREET	E3
9TH STREET	F4	KALAPUYA COURT	E3
10TH STREET	D5	KALAPUYA WAY	D4
11TH AVENUE	D6	KALAPUYA DRIVE	E4
11TH STREET	D6	L STREET	E7
12TH STREET	F5, H5, J5	LANDESS ROAD	C5
13TH STREET	F5, H5	LANE AVENUE	D5
14TH STREET	F5, H5	LANE COURT	D5
15TH STREET	F5, H5	LINCOLN AVENUE	J4
16TH STREET	F8, G8	LOFT AVENUE	B8
17TH STREET	F8, G8	LORAIN AVENUE	B8
18TH STREET	F8, G8	M STREET	E3
19TH STREET	F8, G8	MADISON AVENUE	F3, F7
ANDREW DR.	A9	MAKINLEY AVENUE	M5
ARNDT AVENUE	K5	MEERKE AVENUE	I3
ASHTON COURT	F3	MONROE AVENUE	G4, G5
BANKER COURT	F3	MORSEY AVENUE	E2
BELMONT AVENUE	G6	MORSEY CHERRY ROAD	E2
BENJAMIN AVENUE	D3	NORTH DOUGLAS	C5, D8
BIRCH STREET	D3	O STREET	E2
BLUE BIRD LOOP	D3	OSTRANDER LANE	B7
BLUE SKY DRIVE	J1	OSWALD WEST	B7
BOARDWALK PLAZA	J1	P STREET	E2
BRYANT AVE LOOP	E2, F3	PALMER AVENUE	D9
C.G. LORAIN HIGHWAY	E1	PARKS ROAD	H7
CAMBERIA PLACE	I6	PATRICK COURT	K4
CARBELLE COURT	F6	PATTON AVENUE	C5
CARNEGIE STREET	K3	PENNOYER AVENUE	C5
CARVER AVENUE	F1	PERCE AVENUE	K10
CASCADE AVENUE	F1	PITCHER LANE	K7
CHADWICK AVENUE	D5	PLEASANT VIEW DRIVE	K7
CHAMBERLAIN AVENUE	D5	PLEASANT VIEW ROAD	K7
CHERRY STREET	D4	POPLAR AVENUE	I5
CHESTNUT AVENUE	D3	POPLAR WAY	C1
CLARK AVENUE	F2	PRICHETT PLAZA	E2
COLUMBIA AVENUE	D4	QUINCY AVENUE	G4, G5, G6
COOPER AVENUE	I5	R STREET	L3
C.O. CONNECTOR	F9	RACHEL AVENUE	C7
CURRY AVENUE	F9	ROW RIVER ROAD	C7
DAUERSTRY AVENUE	F2	S COURT	H2
DAVIS PLACE	B8	SEALS LN	E2
DUBLIN COURT	B8	SEALS ROAD	A6
DUBLIN STREET	E4, E7	SEARS AVENUE	E10
EAST MAIN STREET	I1	SEARS AVENUE	G7
EAST VIEW AVENUE	B5	SOUTH DOUGLAS	G4
EDGEWATER STREET	H2	SOUTH RIVER ROAD	I3
EDISON AVENUE	H2	S. 4TH STREET	I4
EMERSON STREET	K4	S. 8TH STREET	J4
FAIRVIEW PLACE	G2	ST. JAMES PLACE	C7
FAIRVIEW LOOP	G2	SWANSON LANE	H0
FILLMORE AVENUE	I4	T COURT	J1
FOSTER LANE	B9	TALEMENA DRIVE	J1
G STREET	D4	TAYLOR AVENUE	I5, I6
GATEWAY AVENUE	D1	THOMAS PLACE	C5
GATEWAY AVENUE	D1	THORNTON LANE	D8
GETTY AVENUE	C8	TYLER AVENUE	C9
GETTY AVENUE	C8	TYSON DRIVE	H6
GIBBS AVENUE	D6	U STREET	H1
GIRARD AVENUE	G2	V COURT	H1
GOWDYVILLE ROAD	F1	VILLAGE AVENUE	H3, G6
GRIMES ROAD	J4	VILLAGE DRIVE	D5
H STREET	J4	VILLAGE DRIVE	D5
H STREET	D5	WASHINGTON AVENUE	E5, E6
HARRISON AVENUE	D6, D7	WASHINGTON PLACE	E8, E4
HARVEY LANE	J4	WEST MAIN	C9
HAYES AVENUE	J4	WHITMAN AVENUE	H3
HOLLY AVENUE	K5	WILAMETTE CT	H3
HUDSON AVENUE	G2	WILSON CT	K6
HUDSON AVENUE	G2	WINTHROP AVENUE	E3
HIGHWAY 99 NORTH	I4	WOODS AVENUE	B5
HIGHWAY 99 SOUTH	I4		
INTERSTATE 5	C8, J6		

**City of Cottage Grove
Fiscal Year 2013-14 Budget**

10-00 STORM DRAIN UTILITY

2010-11 ACTUAL	2011-12 ACTUAL	2012-13 BUDGET	DESCRIPTION	2013-14		
				PROPOSED	APPROVED	ADOPTED
			REVENUE			
89,351	39,878	31,255	41010 CARRYOVER	62,375	62,375	62,375
174,238	171,350	242,510	45050 STORM DRAINAGE FEES	258,740	258,740	258,740
334	121	75	53200 INTEREST INCOME	125	125	125
268	398	100	54010 CREDIT BUREAU	250	250	250
330	717	100	54060 MISCELLANEOUS REVENUE	300	300	300
264,521	212,464	274,040	TOTAL REVENUE	321,790	321,790	321,790
			EXPENDITURES			
			PERSONNEL SERVICES			
1,884	1,448	2,005	60240 UTILITIES CLERK - 0.05 FTE	2,055	2,055	2,055
0	2,786	2,235	60250 FINANCE CLERK - 0.07 FTE	2,385	2,385	2,385
8,461	6,505	6,195	60400 PUBLIC WORKS DIRECTOR - 0.07 FTE	6,350	6,350	6,350
4,253	3,270	2,225	60410 ADMINISTRATIVE AIDE - 0.05 FTE	2,280	2,280	2,280
7,237	4,344	3,205	60420 CLERICAL ASSISTANT - 0.08 FTE	3,285	3,285	3,285
0	1,172	0	60425 PERMIT SPECIALIST	0	0	0
7,297	5,608	6,100	60430 CITY ENGINEER - 0.08 FTE	6,250	6,250	6,250
9,763	10,008	6,810	60440 UTILITIES MAINT. SUPERVISOR - 0.10 FTE	6,980	6,980	6,980
6,595	6,760	5,520	60450 FLEET & FACILITIES MANAGER - 0.08 FTE	5,655	5,655	5,655
70,000	54,394	69,345	60480 UTILITY MAINTENANCE WORKER -1.36 FTE	72,235	72,235	72,235
1,652	1,407	0	61000 TEMPORARY WORKER	0	0	0
454	117	900	61100 OVERTIME PAY	900	900	900
4,180	3,408	4,135	62010 WORKERS' COMPENSATION	3,435	3,435	3,435
379	530	575	62020 UNEMPLOYMENT	870	870	870
8,826	7,252	8,000	62030 FICA	8,290	8,290	8,290
103	80	80	63010 LIFE INSURANCE	80	80	80
16,499	15,325	18,215	63020 RETIREMENT	22,145	22,145	22,145
566	449	490	63030 DISABILITY INSURANCE	535	535	535
38,687	32,530	40,200	63040 HEALTH INSURANCE	37,995	37,995	37,995
186,836	157,394	176,235	TOTAL PERSONNEL SERVICES	181,725	181,725	181,725
			MATERIALS & SERVICES			
441	394	690	70100 AUDIT EXPENSE	710	710	710
1,076	1,277	1,500	70400 INSURANCE & BONDS	1,270	1,270	1,270
2,112	1,402	1,500	71000 CONTRACTUAL SERVICES	2,500	2,500	2,500
1,122	776	1,500	71500 ELECTRICITY	1,000	1,000	1,000
1,902	1,963	2,175	71520 TELEPHONE	2,000	2,000	2,000
1,256	533	1,100	71530 NATURAL GAS	1,000	1,000	1,000
2,821	2,023	2,850	71540 FUEL & LUBRICANTS	2,850	2,850	2,850
354	354	500	71560 COMMUNICATIONS SERVICE	500	500	500
30	0	100	71600 POSTAGE	100	100	100
1,419	1,537	1,600	71610 UTILITY BILLING POSTAGE	1,600	1,600	1,600
119	199	500	71700 BUILDING MAINT. & REPAIR	500	500	500
2,554	1,891	2,500	71710 EQUIPMENT MAINT. & REPAIR	2,500	2,500	2,500
131	162	800	71720 VEHICLE MAINT. & REPAIR	800	800	800
377	397	500	72000 COMPUTER SERVICE & SUPPLIES	500	500	500
0	0	100	72010 OFFICE SUPPLIES	100	100	100
864	1,396	1,500	72100 MINOR EQUIPMENT & TOOLS	1,500	1,500	1,500
756	0	1,000	72120 EQUIPMENT RENTAL & LEASE	1,000	1,000	1,000
94	56	100	72600 CLEANING SUPPLIES	100	100	100
1,917	1,020	2,000	73000 SAND & GRAVEL	2,000	2,000	2,000
929	358	2,000	73010 ASPHALT & CONCRETE	2,000	2,000	2,000
59	335	1,000	73200 SEWER PIPE	1,000	1,000	1,000
2,383	687	1,800	73600 MISCELLANEOUS SUPPLIES	1,800	1,800	1,800
788	158	1,100	74000 PROGRAM FEES AND DUES	1,100	1,100	1,100
10,235	0	17,475	79900 ADMINISTRATIVE FEE	15,500	15,500	15,500
0	0	0	79910 ENGINEERING FEES	20,000	20,000	20,000
33,738	16,916	45,890	TOTAL MATERIALS & SERVICES	63,930	63,930	63,930

**City of Cottage Grove
Fiscal Year 2013-14 Budget**

10-00 STORM DRAIN UTILITY

2010-11 ACTUAL	2011-12 ACTUAL	2012-13 BUDGET	DESCRIPTION	2013-14		
				PROPOSED	APPROVED	ADOPTED
			DEBT SERVICE			
0	0	0	90110 LOAN PAYMENT - PERS UAL	410	410	410
0	0	0	90111 LOAN INTEREST PAYMENT - PERS UAL	2,005	2,005	2,005
0	0	0	90115 LOAN TRUSTEE FEES	15	15	15
			TOTAL DEBT SERVICE	2,430	2,430	2,430
4,070	2,205	2,280	90217 TRANSFER TO DEBT SERVICE	0	0	0
0	0	49,635	99000 CONTINGENCY	73,705	73,705	73,705
39,878	35,948	0	99020 ENDING BALANCE	0	0	0
264,521	212,464	274,040	TOTAL EXPENDITURES	321,790	321,790	321,790

City of Cottage Grove
Fiscal Year 2013-14 Budget

23-00 WASTEWATER FUND
REVENUE

2010-11 ACTUAL	2011-12 ACTUAL	2012-13 BUDGET	DESCRIPTION	2013-14		
				PROPOSED	APPROVED	ADOPTED
130,281	122,707	23,550	41010 CARRYOVER	123,015	123,015	123,015
			CHARGES FOR SERVICE			
1,091,668	1,121,777	1,197,430	45040 WASTEWATER DISP USER CHARGES	1,185,020	1,185,020	1,185,020
231,906	237,506	275,000	45044 GOLF COURSE FEES	250,000	250,000	250,000
24,952	23,534	26,500	45045 PRO SHOP	25,500	25,500	25,500
48,214	48,041	49,500	45046 CLUB/CART RENTALS	49,000	49,000	49,000
41,052	41,529	50,000	45047 DELI SALES	40,000	40,000	40,000
697	11,943	0	45048 LPGA/PGA FEES	0	0	0
11,943	(21)	11,945	45049 CG HOSPITAL MOWING FEES	11,945	11,945	11,945
27,415	20,094	22,000	45053 GIFT CARD SALES	0	0	0
4,467	3,446	0	51130 STATE AND LOCAL GRANTS	1,600	1,600	1,600
1,482,315	1,507,848	1,632,375	TOTAL CHARGES FOR SERVICE	1,563,065	1,563,065	1,563,065
781	503	450	53200 INTEREST REVENUE	400	400	400
			MISCELLANEOUS REVENUE			
1,204	518	250	54010 CREDIT BUREAU	1,000	1,000	1,000
2,713	3,046	1,000	54050 AUCTION PROCEEDS	500	500	500
5,372	6,916	2,500	54060 MISCELLANEOUS REVENUE	2,500	2,500	2,500
9,196	10,200	10,200	54250 RENTAL PROPERTY REVENUE	10,740	10,740	10,740
18,485	20,679	13,950	TOTAL MISCELLANEOUS REVENUE	14,740	14,740	14,740
1,631,862	1,651,737	1,670,325	TOTAL REVENUE	1,701,220	1,701,220	1,701,220



FUND: ENTERPRISE

FUND/DEPARTMENT #: 23-51

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

- Repair or replace small sections of sewer mainline including service laterals that have excessive maintenance problems.
- Investigate possible cross connections with storm drainage wastewater system and if necessary, separate storm water connection and reconnect it to the storm drainage system.
- Increase maintenance and line cleaning including root cutting efforts for the wastewater collection system.
- Continue manhole rehabilitation program.
- Develop a grease trap monitoring/inspection program.
- Perform TV inspection in high maintenance areas to determine reason for failures.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2012-13

- Unplugged and cleaned main lines and laterals from blockages.
- Oversaw the repairs to wastewater lines being done by contractor.

Position	FULL-TIME EQUIVALENT POSITIONS			
	Adopted 2010-11	Adopted 2011-12	Adopted 2012-13	Proposed 2013-14
Utilities Clerk	0.45	0.45	0.42	0.42
Finance Clerk	0.15	0.23	0.24	0.24
Public Works Director	0.20	0.20	0.15	0.15
Administrative Aide	0.20	0.20	0.20	0.20
Clerical Assistant	0.25	0.20	0.20	0.20
Permit Specialist	-	0.05	-	-
City Engineer	0.15	0.15	0.11	0.11
Utilities Maint. Supervisor	0.20	0.20	0.17	0.17
Fleet & Facilities Manager	0.20	0.20	0.15	0.15
Utility Maintenance Workers	1.80	1.80	1.47	1.47
	<u>3.60</u>	<u>3.68</u>	<u>3.11</u>	<u>3.11</u>

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2009-10	Actual 2010-11	Actual 2011-12	Estimate 2012-13
Provide a safe and effective conveyance of wastewater	No. of service requests evaluated	38	43	37	40
	No. of plugged sewer mains	14	18	17	20
	No. of lateral lines repaired	8	8	7	6
	No. of sewer spills reported	0	0	0	0



DID YOU KNOW?

Wastewater Collection Facts:

- Annually, on average, 231 gallons of sewage per day is treated for every citizen of Cottage Grove.
- The Department maintains approximately 45.72 miles of sanitary sewer main lines.
- The Department responded to approximately 595 locate requests to locate the utility lines prior to excavation work being performed.
- 24 new sewer connections were made to the existing sewer system and 7 sewer laterals were replaced this year.
- There are a total of 3,681 sewer customers (3,538 active and 143 inactive) served by the City's sanitary sewer collection system.



Left – August 20, 2012 – Sanitary lateral repair at 1148 South 4th Street.

Right – September 26, 2012 – Sanitary lateral repair at 1047 Tyler.

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 "M" St. to "Q" St.	131,800
2	Intersection at Chamberlain Ave. and 11th St. to Intersection at N. Goshen Hwy..	71,000	8	Alley (Main & Washington) from S. 10th to Coiner Park - Completed FY 12-13	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	Exit 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	Digester Modifications - Completed FY 11-12	0	18	704 Quincy	16,800
6	South 3rd St. from Madison Ave. to Harrison Ave.	140,700	19	635 South 1st	25,200
				Miscellaneous Projects including CCTV inspections	1,200,000

PROJECT IDENTIFIED ON MASTER PLAN

PROJECT IDENTIFIED ON MASTER PLAN
BUDGETED THIS FISCAL YEAR

TOTAL OF ESTIMATED COSTS NOT FUNDED = \$6,272,300

City of Cottage Grove
Fiscal Year 2013-14 Budget

**23 WASTEWATER FUND
23-51 WASTEWATER COLLECTION**

2010-11 ACTUAL	2011-12 ACTUAL	2012-13 BUDGET	DESCRIPTION	2013-14		
				PROPOSED	APPROVED	ADOPTED
PERSONNEL SERVICES						
16,956	17,570	16,820	60240 UTILITIES CLERK - 0.42 FTE	17,240	17,240	17,240
4,353	5,757	7,590	60250 FINANCE CLERK - 0.24 FTE	8,100	8,100	8,100
16,922	17,564	13,275	60400 PUBLIC WORKS DIRECTOR - 0.15 FTE	13,605	13,605	13,605
8,430	8,627	8,820	60410 ADMINISTRATIVE AIDE - 0.20 FTE	9,040	9,040	9,040
9,121	8,206	8,010	60420 CLERICAL ASSISTANT - 0.20 FTE	8,210	8,210	8,210
0	1,569	0	60425 PERMIT SPECIALIST	0	0	0
10,945	11,233	8,385	60430 CITY ENGINEER - 0.11 FTE	8,595	8,595	8,595
13,018	13,344	11,570	60440 UTILITIES MAINT. SUPERVISOR - 0.17 FTE	11,860	11,860	11,860
13,190	13,519	10,345	60450 FLEET & FACILITIES MANAGER - 0.15 FTE	10,605	10,605	10,605
83,097	90,106	75,135	60480 UTILITY MAINTENANCE WORKER - 1.47 FTE	78,185	78,185	78,185
593	133	2,000	61100 OVERTIME	2,000	2,000	2,000
4,902	5,328	4,835	62010 WORKERS' COMPENSATION	4,010	4,010	4,010
542	967	895	62020 UNEMPLOYMENT	1,340	1,340	1,340
13,191	13,929	12,390	62030 FICA	12,810	12,810	12,810
152	156	120	63010 LIFE INSURANCE	120	120	120
23,310	29,470	26,720	63020 RETIREMENT	32,700	32,700	32,700
838	891	755	63030 DISABILITY INSURANCE	830	830	830
56,477	62,801	61,305	63040 HEALTH INSURANCE	57,900	57,900	57,900
276,038	301,172	268,970	TOTAL PERSONNEL SERVICES	277,150	277,150	277,150
MATERIALS AND SERVICES						
3,330	7,692	5,000	71000 CONTRACTUAL SERVICES	7,500	7,500	7,500
831	467	500	71210 CLOTHING ALLOWANCE	500	500	500
1,239	1,653	1,900	71500 ELECTRICITY	1,200	1,200	1,200
8,055	8,492	8,600	71520 TELEPHONE	8,500	8,500	8,500
2,415	1,642	2,000	71530 NATURAL GAS	1,900	1,900	1,900
10,686	9,428	9,000	71540 FUEL & LUBRICANTS	9,000	9,000	9,000
772	229	0	71550 LANDFILL FEES	0	0	0
590	590	1,000	71560 COMMUNICATIONS SERVICE	1,000	1,000	1,000
238	636	1,000	71700 BUILDING MAINT. & REPAIR	1,000	1,000	1,000
7,265	8,078	8,000	71710 EQUIPMENT MAINT. & REPAIR	8,000	8,000	8,000
1,323	1,716	1,500	71720 VEHICLE MAINT. & REPAIR	1,500	1,500	1,500
21	155	200	71730 RADIO MAINT. & REPAIR	200	200	200
51	58	100	72000 COMPUTER SERVICE & SUPPLIES	250	250	250
2,146	2,882	2,000	72100 MINOR EQUIPMENT & TOOLS	2,000	2,000	2,000
328	0	1,000	72120 EQUIPMENT RENTAL & LEASE	1,000	1,000	1,000
928	1,005	1,000	72510 SAFETY EQUIPMENT	1,000	1,000	1,000
363	879	650	72600 CLEANING SUPPLIES	650	650	650
3,060	2,078	2,500	73000 SAND & GRAVEL	2,500	2,500	2,500
604	285	1,000	73010 ASPHALT & CONCRETE	1,000	1,000	1,000
1,085	1,681	2,000	73200 SEWER PIPE	2,000	2,000	2,000
2,909	2,696	2,500	73600 MISC. SUPPLIES & EXPENSE	2,500	2,500	2,500
48,236	52,343	51,450	TOTAL MATERIALS AND SERVICES	53,200	53,200	53,200
324,274	353,515	320,420	TOTAL EXPENDITURES	330,350	330,350	330,350



FUND: ENTERPRISE

FUND/DEPARTMENT #: 23-52

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 private facility for additional treatment and reclamation. Wastewater rates were increased during fiscal year 11-12 to cover new costs associated with bio-solids handling.

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.
- Continue to seek opportunities to develop alternative energy sources for the facility.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2012-13

- Operated, maintained and repaired treatment site facilities and equipment as needed to assure compliance with discharge/disposal requirements.
- Removed and repaired three Plant Water Reuse pumps and, performed routine maintenance on the two 75 hp and one 25 hp influent pumps.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2012-13

- An additional 0.5 FTE is added to assist in the everyday operations of the Wastewater Plant.

Position	FULL-TIME EQUIVALENT POSITIONS			
	Adopted 2010-11	Adopted 2011-12	Adopted 2012-13	Proposed 2013-14
Public Works Director	0.10	0.10	0.08	0.08
Administrative Aide	0.05	0.05	0.05	0.05
Clerical Assistant	0.05	0.05	0.07	0.07
City Engineer	0.05	0.05	-	-
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	2.05	2.05	2.05
Regular Part Time Worker	-	-	-	0.50
	<u>3.35</u>	<u>3.35</u>	<u>3.30</u>	<u>3.80</u>

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2010	Actual 2011	Actual 2012	Estimate 2013	Projection 2014
Meet EPA's & DEQ's treatment and discharge standards	Gallons treated per year (million gallons)	889.2	738.6	989.1	876.4	820.0
	Dry tons of bio-solids disposed	104	157	166	170	175
	Permit violations	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 wet weather hydraulic capacity is 13 million gallons/day (MGD).
- Typical WWTP dry weather flow = 1.0 million gallons/day
- WWTP design flow – 2.0 million gallons/day
- WWTP peak wet weather flow – approximately 13 million gallons/day for a 2 day period.
- The treatment plant has been designed for the City's anticipated needs through the year 2025.



Loading bio-solids for transport to Heard Farm's facility near Sutherlin.

City of Cottage Grove
Fiscal Year 2013-14 Budget

**23 WASTEWATER FUND
23-52 WASTEWATER TREATMENT PLANT**

2010-11 ACTUAL	2011-12 ACTUAL	2012-13 BUDGET	DESCRIPTION	2013-14 PROPOSED	APPROVED	ADOPTED
PERSONNEL SERVICES						
8,461	8,890	7,080	60400 PUBLIC WORKS DIRECTOR - 0.08 FTE	7,255	7,255	7,255
2,126	2,180	2,225	60410 ADMINISTRATIVE AIDE - 0.05 FTE	2,280	2,280	2,280
1,884	2,124	2,805	60420 CLERICAL ASSISTANT - 0.07 FTE	2,875	2,875	2,875
3,648	3,744	0	60430 CITY ENGINEER	0	0	0
3,298	3,380	3,450	60450 FAC. & EQUIP. MAINT. SUPERVISOR - 0.05 FTE	3,535	3,535	3,535
63,957	65,820	67,140	60470 WW TREATMENT PLANT SUPERVISOR - 1.0 FTE	68,810	68,810	68,810
89,403	97,510	104,855	60480 UTILITY MAINTENANCE WORKER - 2.05 FTE	109,920	109,920	109,920
0	0	0	61010 REGULAR PART-TIME WORKER - .5 FTE	10,520	10,520	10,520
3,655	4,425	4,000	61100 OVERTIME	4,000	4,000	4,000
6,415	6,419	7,220	62010 WORKERS' COMPENSATION	6,325	6,325	6,325
544	971	1,055	62020 UNEMPLOYMENT	2,000	2,000	2,000
13,178	13,979	14,655	62030 FICA	16,005	16,005	16,005
141	149	135	63010 LIFE INSURANCE	135	135	135
24,987	32,781	32,670	63020 RETIREMENT	41,725	41,725	41,725
776	845	865	63030 DISABILITY INSURANCE	950	950	950
51,661	57,682	72,460	63040 HEALTH INSURANCE	68,460	68,460	68,460
274,134	300,900	320,615	TOTAL PERSONNEL SERVICES	344,795	344,795	344,795
MATERIALS AND SERVICES						
2,536	16,790	2,000	71000 CONTRACTUAL SERVICES	1,500	1,500	1,500
382	817	1,000	71210 CLOTHING ALLOWANCE	1,000	1,000	1,000
102,027	107,229	109,000	71500 ELECTRICITY	100,000	100,000	100,000
6,804	7,819	7,500	71520 TELEPHONE	7,500	7,500	7,500
291	245	500	71530 NATURAL GAS	500	500	500
1,476	3,146	3,500	71540 FUEL & LUBRICANTS	4,000	4,000	4,000
567	10	1,000	71700 BUILDING MAINT. & REPAIR	1,200	1,200	1,200
14,088	15,247	23,000	71710 EQUIPMENT MAINT. & REPAIR	23,000	23,000	23,000
488	486	5,000	71720 VEHICLE MAINT. & REPAIR	500	500	500
43	6	0	72010 OFFICE SUPPLIES	0	0	0
226	3,709	1,000	72100 MINOR EQUIPMENT & TOOLS	1,000	1,000	1,000
1,500	5,201	2,000	72120 EQUIPMENT RENTAL & LEASE	2,000	2,000	2,000
14,243	19,908	15,000	72400 LAB TESTS & SUPPLIES	15,000	15,000	15,000
67,104	84,480	80,000	72410 TREATMENT CHEMICALS	75,000	75,000	75,000
0	0	55,000	72430 BIOSOLIDS DISPOSAL	52,000	52,000	52,000
309	391	500	72600 CLEANING SUPPLIES	500	500	500
2,232	2,167	2,500	73600 MISC. SUPPLIES & EXPENSE	2,500	2,500	2,500
214,316	267,652	308,500	TOTAL MATERIALS AND SERVICES	287,200	287,200	287,200
488,450	568,551	629,115	TOTAL EXPENDITURES	631,995	631,995	631,995

FUND: ENTERPRISE

FUND/DEPARTMENT #: 23-53

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 will provide 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.
- Promote Middlefield Golf Course through a variety of media.
- Provide training of employees to enhance the operation, maintenance and any improvements.

BUDGET YEAR OBJECTIVES

- Continue bringing Middlefield equipment and facilities up to City standards.
- Provide additional landscaping (flower beds) around golf course.
- Continue animal control program on golf course.
- Continue irrigating with reuse water from Wastewater Treatment Plant.
- Expand promoting Golf Course including Pro shop and Deli.

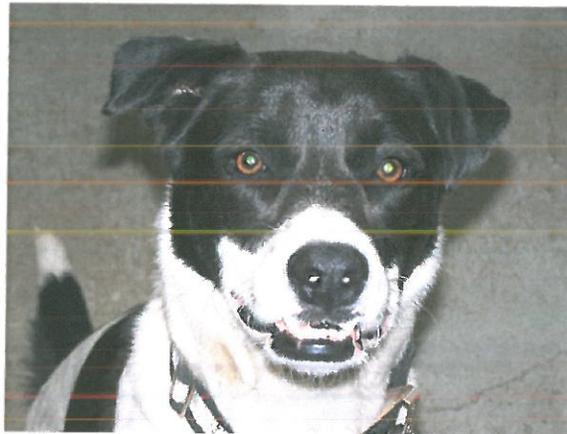
MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2012-13

- Hosted City of Cottage Grove “Relay for Life” fundraiser golf tournament
- Hosted 15 community golf tournaments.
- Hosted Cottage Grove and Creswell high school golf teams for practice and tournaments.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2012-13

- Eliminated Assistant Mechanic position.

Position	2010-11	2011-12	2012-13	2013-14
Community Services Director	0.15	0.15	0.15	0.15
Golf Shop Manager	1.00	1.00	1.00	1.00
Golf Shop Assistant	1.35	1.50	1.45	1.45
Golf Course Superintendent	1.00	1.00	1.00	1.00
Golf Course Assist. Super/Mechanic	0.67	0.67	0.69	-
Groundskeeper/Temporary Worker	0.29	0.40	-	-
Groundskeeper/Reg. Part Time Worker	2.65	2.83	2.21	2.77
	7.11	7.55	6.50	6.37



Reduced expense in animal control with the help of Mulligan, our resident canine at Middlefield Golf Course.

PERFORMANCE MEASUREMENTS

irrigation purposes	applied	0	0	350,000	425,000
Provide facility for community golf programs and tournaments annually	No. of tournaments	25	21	18	15
	No. of annual memberships	49	54	60	85
	Value of weekday rounds	\$ 106,301	\$ 96,402	\$ 103,000	
	Value of weekend rounds	\$ 74,202	\$ 97,202	\$ 95,000	
	Value of twilight rounds	\$ 18,756	\$ 18,000	\$ 25,000	
	Attendance at Golf Camp	80	40	30	30
	No. of High School Golf Events	8	7	13	13
Increase sales in indirect services to support operations & maintenance	Clubs/Cart rental	\$ 58,492	\$ 48,476	\$ 48,041	\$ 50,000
	Deli Shop revenue	\$ 45,211	\$ 37,819	\$ 41,529	\$ 41,000
	Pro Shop revenue	\$ 21,466	\$ 23,472	\$ 23,534	\$ 26,000



Middlefield Golf Course

City of Cottage Grove
Fiscal Year 2013-14 Budget

**23 WASTEWATER FUND
23-53 MIDDLEFIELD GOLF COURSE**

2010-11 ACTUAL	2011-12 ACTUAL	2012-13 BUDGET	DESCRIPTION	2013-14		
				PROPOSED	APPROVED	ADOPTED
PERSONNEL SERVICES						
9702	10353.6	11,090	60475 COMMUNITY SERVICES DIRECTOR - 0.15 FTE	11,790	11,790	11,790
35,864	38,598	41,335	60476 GOLF SHOP MANAGER - 1.0 FTE	42,370	42,370	42,370
24,657	30,554	29,755	60477 GOLF SHOP ASSISTANT - 1.45 FTE	29,565	29,565	29,565
50,686	54,096	55,180	60478 GOLF COURSE SUPERINTENDENT - 1.0 FTE	56,560	56,560	56,560
23,514	23,924	25,535	60479 G.C. ASSIST SUPER/MECHANIC	0	0	0
7,016	5,667	0	61000 GROUNDSKEEPER/TEMP. WORK	0	0	0
36,533	38,361	43,190	61010 GROUNDSKEEPER/REG. PT. WORK - 2.77 FTE	54,675	54,675	54,675
0	258	400	61100 OVERTIME	400	400	400
3,013	3,285	3,255	62010 WORKERS' COMPENSATION	2,405	2,405	2,405
580	1,072	910	62020 UNEMPLOYMENT	1,225	1,225	1,225
14,304	15,613	15,800	62030 FICA	14,945	14,945	14,945
92	93	95	63010 LIFE INSURANCE	95	95	95
15,883	22,120	23,150	63020 RETIREMENT	24,930	24,930	24,930
524	542	585	63030 DISABILITY INSURANCE	640	640	640
29,739	34,965	36,655	63040 HEALTH INSURANCE	34,615	34,615	34,615
252,106	279,502	286,935	TOTAL PERSONNEL SERVICES	274,215	274,215	274,215
MATERIALS AND SERVICES						
5,207	5,243	4,000	70030 ADVERTISING	4,500	4,500	4,500
2,323	1,181	2,000	71000 CONTRACTUAL SERVICES	2,500	2,500	2,500
598	573	700	71020 LICENSES & PERMITS	700	700	700
1,077	151	750	71210 CLOTHING ALLOWANCE	750	750	750
19,816	22,705	21,500	71500 ELECTRICITY	33,000	33,000	33,000
5,995	6,865	7,500	71520 TELEPHONE	7,500	7,500	7,500
0	0	0	71530 NORTHWEST NATURAL GAS	1,200	1,200	1,200
10,792	18,732	18,000	71540 FUEL & LUBRICANTS	18,000	18,000	18,000
9,414	5,464	0	71580 FERTILIZER	0	0	0
0	19	0	71600 POSTAGE	0	0	0
5,890	985	2,000	71700 BUILDING MAINT. & REPAIR	2,000	2,000	2,000
16,487	15,675	15,000	71710 EQUIPMENT MAINT. & REPAIR	15,000	15,000	15,000
626	34	1,000	71720 VEHICLE MAINT. & REPAIR	800	800	800
2,266	2,720	2,000	72000 COMPUTER SERVICE & SUPPLIES	1,200	1,200	1,200
634	739	600	72010 OFFICE SUPPLIES	600	600	600
108	183	200	72030 BOOKS, MAPS & PERIODICALS	200	200	200
1,856	4,192	4,500	72100 MINOR EQUIPMENT & TOOLS	2,000	2,000	2,000
0	0	1,000	72120 EQUIPMENT RENTAL & LEASE	1,000	1,000	1,000
1,322	330	1,500	72200 LANDSCAPING SUPPLIES	1,500	1,500	1,500
6,353	2,686	4,500	72320 IRRIGATION PARTS & SUPPLIES	4,500	4,500	4,500
18,713	18,671	20,000	72330 SUPPLIES/PRO SHOP INVENTORY	20,000	20,000	20,000
23,412	23,987	22,000	72340 SUPPLIES/DELI FOOD	22,000	22,000	22,000
7,755	9,064	20,000	72430 CHEMICALS/FERTILIZER	15,000	15,000	15,000
1,337	1,084	1,000	72600 CLEANING SUPPLIES	1,500	1,500	1,500
9,063	5,185	7,000	73000 SOIL/SAND/GRAVEL	7,000	7,000	7,000
9,489	6,189	6,000	73600 MISC. SUPPLIES & EXPENSE	6,000	6,000	6,000
3,197	3,097	3,100	74100 PROFESSIONAL ASSOC. DUES	3,500	3,500	3,500
360	915	1,500	74200 EDUCATION & REGISTRATION FEES	1,200	1,200	1,200
145	1,125	1,200	74210 TRAVEL & SUBSISTENCE	2,000	2,000	2,000
180	0	0	74230 LPGA/PGA REGISTRATION FEES	0	0	0
3,720	2,175	1,000	76000 ANIMAL CONTROL	1,000	1,000	1,000
168,136	159,967	169,550	TOTAL MATERIALS AND SERVICES	176,150	176,150	176,150
420,242	439,469	456,485	TOTAL EXPENDITURES	450,365	450,365	450,365

FUND: ENTERPRISE

FUND/DEPARTMENT #: 23-95

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 2013-14 Budget

23 WASTEWATER FUND
23-95 NON-DEPARTMENTAL

2010-11 ACTUAL	2011-12 ACTUAL	2012-13 BUDGET	DESCRIPTION	2013-14		
				PROPOSED	APPROVED	ADOPTED
MATERIALS & SERVICES						
455	185	600	70030 ADVERTISING	600	600	600
5,213	4,837	4,350	70100 AUDIT EXPENSE	4,475	4,475	4,475
28,473	30,831	35,050	70400 INSURANCE & BONDS	36,000	36,000	36,000
0	0	600	71000 CONTRACTUAL SERVICES	1,000	1,000	1,000
226	109	250	71600 POSTAGE	250	250	250
3,784	3,724	3,550	71610 UTILITY BILLING POSTAGE	3,550	3,550	3,550
2,155	1,653	2,500	72000 COMPUTER PROGRAMS & SUPPLIES	3,000	3,000	3,000
1,129	973	1,000	72010 OFFICE SUPPLIES	1,100	1,100	1,100
0	0	300	72030 BOOKS, MAPS & PERIODICALS	100	100	100
6,530	6,656	7,000	73220 NDPES DISCHARGE PERMIT	7,500	7,500	7,500
23,553	0	0	73240 SB 737 PLAN & TESTING	0	0	0
100	50	1,000	74000 PROGRAM FEES & DUES	1,000	1,000	1,000
1,629	1,185	2,000	74100 PROFESSIONAL ASSOCIATION DUES	1,200	1,200	1,200
790	2,357	3,000	74200 EDUCATION & REGISTRATION FEES	3,000	3,000	3,000
323	733	1,000	74210 TRAVEL & SUBSISTENCE	1,000	1,000	1,000
446	304	500	74300 EMPLOYEE MEDICAL EXAMS & TESTS	500	500	500
935	1,090	1,000	76010 RODENT CONTROL	1,000	1,000	1,000
250	286	300	76133 WATERSHED COUNCIL	300	300	300
68,865	68,806	17,210	79900 ADMINISTRATION FEE	77,440	77,440	77,440
20,000	20,000	5,000	79910 ENGINEERING SERVICE FEES	20,000	20,000	20,000
164,857	143,777	86,210	TOTAL MATERIALS & SERVICES	163,015	163,015	163,015
DEBT SERVICE						
0	0	0	90110 LOAN PAYMENT - PERS UAL	1,715	1,715	1,715
0	0	0	90111 LOAN INTEREST PAYMENT - PERS UAL	8,445	8,445	8,445
0	0	0	90115 LOAN TRUSTEE FEES	55	55	55
0	0	0	90110 LOAN PAYMENT - LOCAP GOLF	40,000	40,000	40,000
0	0	0	90111 LOAN INTEREST PMT - LOCAP GOLF	22,920	22,920	22,920
0	0	0	90110 LOAN PAYMENT - GOLF & HOUSE	14,765	14,765	14,765
0	0	0	90111 LOAN INTEREST PMT - GOLF & HOUSE	15,255	15,255	15,255
0	0	0	TOTAL DEBT SERVICE	103,155	103,155	103,155
111,332	111,276	107,605	90217 TRANSFER TO DEBT SERVICE	0	0	0
111,332	111,276	107,605	TOTAL TRANSFERS	0	0	0
0	0	70,490	99000 CONTINGENCY	22,340	22,340	22,340
122,707	35,149	0	99020 ENDING BALANCE	0	0	0
398,896	290,202	264,305	TOTAL EXPENDITURES	288,510	288,510	288,510
1,631,862	1,651,737	1,670,325	TOTAL WASTEWATER FUND EXPENDITURES	1,701,220	1,701,220	1,701,220