

CITY OF COTTAGE GROVE

ENTERPRISE FUNDS BUDGET SUMMARY

FUND/DEPARTMENT	FY2006-07 ACTUAL	FY2007-08 ACTUAL	FY2008-09 ACTUAL	FY2009-10 BUDGET	FY2010-11 ADOPTED
Water Fund					
Water Distribution	548,641	600,134	604,066	729,380	759,035
Water Production	432,124	470,719	453,207	510,485	519,090
Non-Departmental	372,892	365,685	450,836	284,620	400,170
Total Water Fund	1,353,657	1,436,538	1,508,109	1,524,485	1,678,295
Industrial Park Operations Fund	1,073,663	1,329,771	1,266,118	1,158,655	722,236
Storm Drain Utility Fund	151,988	171,905	196,798	218,650	275,910
Wastewater Fund					
Wastewater Collection	314,075	314,440	337,655	352,200	342,965
Wastewater Treatment Plant	409,762	445,025	516,437	481,390	500,265
Middlefield Golf Course	1,485,321	394,144	420,325	479,500	464,765
Non-Departmental	256,726	361,750	403,183	338,845	540,775
Total Wastewater Fund	2,465,884	1,515,359	1,677,600	1,651,935	1,848,770
Total Enterprise Funds	5,045,192	4,453,573	4,648,625	4,553,725	4,525,211



**City of Cottage Grove
Fiscal Year 2010-11 Budget**

**02-00 WATER FUND
REVENUE**

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	DESCRIPTION	2010-11		
				PROPOSED	APPROVED	ADOPTED
262,045	209,908	244,670	41010 CARRYOVER	263,240	263,240	263,240
			CHARGES FOR SERVICES			
1,106,759	1,199,337	1,234,715	45010 SALE OF WATER	1,358,055	1,358,055	1,358,055
21,519	22,527	18,000	45020 SERVICE CONNECTION FEES	20,000	20,000	20,000
15,278	21,292	8,000	45030 INSTALLATION FEES	10,000	10,000	10,000
0	0	0	45500 MISC. CHARGES FOR SERVICES	9,000	9,000	9,000
0	1,625	0	45510 S. 6TH ST. ZONE OF BENEFIT REIMB.	0	0	0
1,143,556	1,244,781	1,260,715	TOTAL CHARGES FOR SERVICES	1,397,055	1,397,055	1,397,055
8,435	4,674	2,600	53200 INTEREST INCOME	1,500	1,500	1,500
			MISCELLANEOUS REVENUE			
2,315	1,761	1,000	54010 CREDIT BUREAU	1,250	1,250	1,250
1,037	1,897	500	54050 AUCTION PROCEEDS	250	250	250
19,150	45,089	15,000	54060 MISCELLANEOUS REVENUE	15,000	15,000	15,000
22,502	48,747	16,500	TOTAL MISCELLANEOUS REVENUE	16,500	16,500	16,500
1,436,538	1,508,109	1,524,485	TOTAL REVENUE	1,678,295	1,678,295	1,678,295



FUND: ENTERPRISE

FUND/DEPARTMENT #: 02-50

DEPARTMENT: WATER DISTRIBUTION

OVERVIEW

The Water Distribution Department is an integral part of the water utility, and it shares this responsibility with the Water Production Department 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.

DEPARTMENT OPERATIONAL OBJECTIVES

- Water service turn-ons 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 and leak detection and repair.
- Provide water turn-on and turn-off services for customers.
- Provide waterline-locating services.
- Replace several deficient fire hydrants throughout the water system.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2009-10

- Replaced various small water lines.
- Installed some 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 the City's water system.
- Performed water main line taps and installed services for new residential and commercial customers.

- Repaired water leaks on the 14" transmission line between Layng Creek and the City.
- 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 technical assistance to the newly formed Row River Valley Water District.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2009-10

- An increase in water user fees is needed to balance the proposed budget.
- Electricity costs are expected to raise approximately 20%.
- A portion of the Finance Clerk position is charged to this fund.

Position	FULL-TIME EQUIVALENT POSITIONS			
	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10	Proposed 2010-11
Utilities Clerk	0.50	0.50	0.50	0.50
Finance Clerk	-	-	-	0.15
Public Works Director	0.25	0.25	0.25	0.35
Administrative Aide	0.30	0.30	0.30	0.35
Clerical Assistant	0.40	0.40	0.50	0.60
City Engineer	0.15	0.15	0.15	0.20
Utilities Maint. Supervisor	0.50	0.50	0.50	0.45
Fleet & Facilities Manager	0.35	0.35	0.35	0.40
Utility Maintenance Workers	4.15	4.15	4.15	3.93
	<u>6.60</u>	<u>6.60</u>	<u>6.70</u>	<u>6.93</u>



PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2006-07	Actual 2007-08	Actual 2008-09	Estimate 2009-10
Provide customers high quality drinking water	No. of backflow devices	1,087	1,111	1,249	1,348
	No. of backflow inspections	34	95	189	204
	No. of service requests evaluated	*	*	52	127
	No. of repairs on distribution system	*	*	51	106
Provide contractors and public with pertinent information as it relates to water distribution system	No. of locates			625	631
	Promotion of "call before you dig" service	√	√	√	√

* - data not available



December 11, 2009- Highway 99 Water leak



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.
- 390 fire hydrants within the distribution system.
- Approximately 3,822 metered water service connections (3,656 active account as per March 2010 billing and approximately 166 accounts idle).
- 45 fire service connections.
- One pressure regulating station

From July 1, 2009 to date:

- Over 139 existing water meters were replaced because they were stopped, fogged, damaged or unable to be read.
- Approximately 329 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 917 requests to turn water on or off were received from customers.
- Approximately 631 utility locate requests were received to locate the City's underground water facilities.
- Approximately 127 customer leaks were field checked.
- There are approximately 1,267 private backflow devices throughout the municipal water system. 63 of the devices are 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 La	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.	223,300
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	12,400	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	735,700
	8" Valves	18,200		S. 3rd from Quincy - Harrison	86,600
16	New 3.1 MG Reservoir (West Side)	3,014,300	34	Replace 10" AC line on S. 4th St.	314,200
17	New Taylor St. Pump Station	278,200	35	S. River Rd. from Nellis - Harrison	237,100
23	New 1.25 MG Reservoir (McFarland Butte)	1,215,500	36	Backup generator at Holly Pump Station	36,900
24	New 1.05 MG Reservoir (Knox Hill)	1,021,000	37	Backup generator at Landess Pump Station	38,800
	Add an addition 2 MGD Capacity to Water Treatment Plant	1,100,000		Yearly Program to upsize all water lines less than 8 inches in diameter to 8 inch pipe that not listed above	
PROJECT IDENTIFIED ON MASTER PLAN					

TOTAL OF ESTIMATED COSTS NOT FUNDED = \$19,941,200



**City of Cottage Grove
Fiscal Year 2010-11 Budget**

**02 WATER FUND
02-50 WATER DISTRIBUTION**

2010-11

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
PERSONAL SERVICES						
18,216	18,840	18,840	60240 UTILITIES CLERK - 0.50 FTE	18,840	18,840	18,840
0	0	0	60250 FINANCE CLERK -0.15 FTE	4,985	4,985	4,985
18,114	19,668	20,655	60400 PUBLIC WORKS DIRECTOR - 0.35 FTE	17,350	17,350	17,350
12,326	12,607	12,610	60410 ADMINISTRATIVE AIDE - 0.35 FTE	12,610	12,610	12,610
12,489	14,182	18,525	60420 CLERICAL ASSISTANT - 0.60 FTE	18,840	18,840	18,840
10,293	10,959	10,935	60430 CITY ENGINEER - 0.20 FTE	10,935	10,935	10,935
31,476	32,544	32,545	60440 UTILITIES MAINT. SUPERVISOR - 0.45 FTE	29,290	29,290	29,290
22,323	23,083	23,085	60450 FLEET & FACILITIES MANAGER - 0.40 FTE	23,085	23,085	23,085
156,032	172,251	181,975	60480 UTILITY MAINTENANCE WORKER - 3.93 FTE	179,775	179,775	179,775
3,624	3,896	5,500	61100 OVERTIME	6,000	6,000	6,000
8,348	8,676	10,690	62010 WORKERS' COMPENSATION	10,790	10,790	10,790
1,147	722	655	62020 UNEMPLOYMENT	650	650	650
21,435	23,034	24,840	62030 FICA	24,610	24,610	24,610
437	426	385	63010 LIFE INSURANCE	265	265	265
46,700	53,590	45,725	63020 RETIREMENT	45,295	45,295	45,295
2,309	2,254	1,680	63030 DISABILITY INSURANCE	1,445	1,445	1,445
74,408	90,416	102,035	63040 HEALTH INSURANCE	106,270	106,270	106,270
439,677	487,148	510,680	TOTAL PERSONAL SERVICES	511,035	511,035	511,035
MATERIALS AND SERVICES						
31,736	22,889	31,500	71000 CONTRACTUAL SERVICES	31,000	31,000	31,000
1,143	951	1,200	71210 CLOTHING ALLOWANCE	1,200	1,200	1,200
13,793	13,986	15,000	71500 ELECTRICITY	17,500	17,500	17,500
9,590	8,382	9,000	71520 TELEPHONE	9,000	9,000	9,000
2,993	2,598	3,000	71530 NATURAL GAS	3,000	3,000	3,000
13,284	10,790	14,000	71540 FUEL & LUBRICANTS	14,000	14,000	14,000
693	1,417	1,500	71560 COMMUNICATIONS SERVICE	1,500	1,500	1,500
3,822	2,565	4,500	71700 BUILDING MAINT. & REPAIR	4,500	4,500	4,500
18,518	11,455	18,500	71710 EQUIPMENT MAINT. & REPAIR	18,500	18,500	18,500
6,306	3,790	6,500	71720 VEHICLE MAINT. & REPAIR	6,500	6,500	6,500
528	206	600	71730 RADIO MAINT. & REPAIR	600	600	600
1,429	681	0	71750 METER MAINT. & REPAIR	0	0	0
2,424	1,926	600	72000 COMPUTER SERVICE & SUPPLIES	600	600	600
859	604	1,000	72010 OFFICE SUPPLIES	800	800	800
5,038	2,726	5,000	72100 MINOR EQUIPMENT & TOOLS	5,000	5,000	5,000
4,968	1,266	5,000	72120 EQUIP. RENTAL & LEASE	12,000	12,000	12,000
1,139	729	1,000	72400 LAB TESTS & SUPPLIES	2,000	2,000	2,000
0	699	500	72410 TREATMENT CHEMICALS	500	500	500
1,528	1,421	1,800	72510 SAFETY EQUIPMENT	1,800	1,800	1,800
992	552	1,000	72600 CLEANING SUPPLIES	1,000	1,000	1,000
7,480	7,180	7,500	73000 SAND & GRAVEL	10,000	10,000	10,000
2,289	1,108	3,000	73010 ASPHALT & CONCRETE	3,000	3,000	3,000
5,281	2,515	50,000	73100 WATER PIPE & APPURTENACES	65,000	65,000	65,000
5,905	1,530	6,000	73110 HYDRANTS	6,000	6,000	6,000
9,063	8,730	25,000	73120 WATER METERS	25,000	25,000	25,000
9,656	6,179	6,000	73600 MISC. SUPPLIES & EXPENSE	8,000	8,000	8,000
0	44		74300 EMPLOYEE MEDICAL EXAMS & TESTS	0	0	0
160,457	116,918	218,700	TOTAL MATERIALS AND SERVICES	248,000	248,000	248,000
600,134	604,066	729,380	TOTAL EXPENDITURES	759,035	759,035	759,035



DEPARTMENT: WATER PRODUCTION

OVERVIEW

The Water Production Department operates and maintains a gravity feed raw water surface intake facility, a shallow horizontal well, 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 the United States Forest Service, Coast Fork Willamette Watershed Council and private landowners.

The Water Production Department is an integral part of the City's water utility, and it works hand in hand with the Water Distribution Department to provide a quality water supply.

DEPARTMENT OPERATIONAL OBJECTIVES

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

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

The primary responsibility of the Water Production Department is treatment of all municipal water to assure that it meets or exceeds current safe drinking water quality regulations.

Water Production maintains up-to-date records of operations and maintenance for evaluation of the water department facilities by regulatory agencies.

BUDGET YEAR OBJECTIVES

- Develop and submit new water quality monitoring and sampling plans for EPA regulations.
- Continue to provide assistance in transferring the water rights for Middlefield Golf Course, Layng Creek, Prather Creek and Dinner Creek to the Row River Water Treatment Plant.
- Install water quality sampling stations at all new large distribution expansion points.
- Attend advanced training for the new membrane filtration water treatment facility.
- Provide consulting assistance to the newly formed Row River Valley Water District.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2009-10

- Hosted tours of water treatment plant facilities to various community organizations.
- Worked with Contractor in finalizing the expansion of the Row River water treatment plant.
- Increased potable water production from the new membrane water treatment plant.
- Received additional operations training of the new membrane water treatment equipment.
- Assisted the Row River Valley Water District staff in the operations of the Layng Creek WTP.
- Conducted regular coordination meetings with USFS and Row River Valley Water District.
- Emergency notification of approximately 800 Business and Residential customers in the Northeast section of the city of a possible chlorine breach by the Row River Valley Water District creating possible contamination of the water system. The breach was due to a power outage and the failure of a back-up generator at the District's filtration site. All tests were negative for the presence of disease causing organisms.
- All department personnel attended various training seminars to improve operational skills.
- Participated in ORWARN emergency response network of utilities.
- Repainted walls and ceiling and replaced flooring of WTP laboratory and rest room.
- Department of Human Services approved final completion of Row River WTP expansion.
- Installed new water supply line for Knox Hill reservoir site operations building.
- Department staff toured other membrane water treatment plants in local area.
- Completed Department of Human Services required disinfection contact time tracer study.
- Design Engineer performed advanced contaminant removal testing and evaluation.
- Assisted City legal dept. with water rights transfer through the Water Resources Department.
- Redesigned Row River WTP's backwash basins baffle boards to improve sedimentation.
- Improved freeze protection of Row River WTP's outdoor raw water pumps.
- Employed Linn Benton Community College student for 3 months of field experience.
- Completed required Department of Human Services Water System Survey.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2009-10

- An increase in water user fees is needed to balance the proposed budget.
- Electricity costs are expected to raise approximately 20 percent.

FULL-TIME EQUIVALENT POSITIONS

Position	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10	Proposed 2009-10
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	3.05	3.05	2.05	2.05
Temporary Worker	0.16	0.16	0.14	0.16
	4.61	4.61	3.59	3.61



PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2007	Actual 2008	Actual 2009	Estimate 2010
Meet EPA's drinking water standards	Potable Water Produced (million gallons per year)	568.0	560.5	594.8	550.0
	Number of consumer confidence report sent	4,277	4,174	4,199	4,100
Sampling & Testing					
Daily: (WTPs)					
	chlorine residual @ EP	572	622	730	608
	pH @ EP	572	622	730	608
	temperature @ EP	572	622	730	608
	turbidity of filtered water every 4 hours	2,828	2,983	3,211	2,711
Weekly: (per DS)					
	Bacteriological 4 per week	208	208	207	208
	Chlorine residual	208	208	207	208
Monthly: (RWSs)					
	E.coli Bacteriological of raw water	36	14	18	18
Quarterly: (WTPs)					
	Total Organic Carbon of raw water source	8	8	8	7
	Alkalinity of raw water source	8	8	8	7
	Total Organic Carbon of filtered water	8	8	8	7

<i>Strategy</i>	<i>Measure</i>	Actual 2007	Actual 2008	Actual 2009	Estimate 2010
Meet EPA's drinking water standards	Sampling & Testing (cont.)				
	Annually: (WTPs)				
	Trihalomethanes	8	8	8	4
	Holacetic Acids	10	10	10	5
	Nitrate	2	2	2	1
	Volatile Organics - regulated	42	42	42	21
	Volatile Organics - non-regulated	42	42	42	21
	Every 3 years: (WTPs)				
	Synthetic Organic Chemicals	NR	192	*NR	*NR
	Every 3 years: (DS)				
	Lead	**NR	**NR	40	***NR
	Cooper	**NR	**NR	40	***NR
	pH	**NR	**NR	14	***NR
	Every 9 years: (RWSs)				
	Radionuclides - Radium 226/228	****NR	****NR	****NR	****NR
	Radionuclides - Gross Alpha	****NR	****NR	****NR	****NR
	Radionuclides - Uranium	**NR	**NR	2	****NR
	Every 9 years: (WTPs)				
	Arsenic	2	2	2	*****NR
	Inorganic Chemicals	*NR	*NR	*NR	*NR
	Every 9 years: (DS)				
	Asbestos	*NR	*NR	*NR	*NR

* - data not available; DS - Distribution System; EP - Entry Point; WTPs - Water Treatment Plants
RWSs - Raw Water Sources NR - Not required 2008 was the next testing year

*NR - Not required 2011 is the next texting year **NR - Not required 2009 was the next testing year

NR - Not required 2012 is the next testing year *Not required 2015 is the next testing year

*****NR- Not required 2018 is the next testing year



DID YOU KNOW?

Water Production Facts:

- Total treatment capacity = 4.0 Million Gallons per day.
- Average daily water production = 1.1 Million Gallons winter, 2.5 Million Gallons summer.
- Peak daily water production = 3.6 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 Daily Journal of Commerce 2009 Top Projects competition for public works infrastructure construction/design, in the \$5M to \$15M category.
- The City received 4th place out of 12 entries in the Best Tasting Water Contest sponsored by Cascades to Coast Subsection of the American Water Works Association.



**City of Cottage Grove
Fiscal Year 2010-11 Budget**

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

2010-11

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
PERSONAL SERVICES						
10,868	11,801	12,395	60400 PUBLIC WORKS DIRECTOR - 0.15 FTE	13,010	13,010	13,010
2,056	2,126	2,130	60410 ADMINISTRATIVE AIDE - 0.05 FTE	2,130	2,130	2,130
3,332	3,618	3,770	60420 CLERICAL ASSISTANT - 0.10 FTE	3,770	3,770	3,770
3,524	3,653	3,645	60430 CITY ENGINEER - 0.05 FTE	3,645	3,645	3,645
3,189	3,298	3,300	60450 FLEET & FACILITIES MANAGER - 0.05 FTE	3,300	3,300	3,300
61,560	63,672	64,215	60460 WATER PRODUCTION SUPERVISOR - 1.0 FTE	64,215	64,215	64,215
118,522	88,652	92,905	60480 UTILITY MAINTENANCE WORKER - 2.05 FTE	97,330	97,330	97,330
1,568	2,859	2,515	61000 TEMPORARY WORKER - 0.16 FTE	2,900	2,900	2,900
4,975	8,829	6,500	61100 OVERTIME	6,500	6,500	6,500
7,217	6,521	6,335	62010 WORKERS' COMPENSATION	8,120	8,120	8,120
842	447	385	62020 UNEMPLOYMENT	395	395	395
15,694	14,145	14,640	62030 FICA	15,055	15,055	15,055
299	224	205	63010 LIFE INSURANCE	145	145	145
37,011	31,868	26,190	63020 RETIREMENT	26,995	26,995	26,995
1,568	1,179	865	63030 DISABILITY INSURANCE	770	770	770
55,006	51,803	56,990	63040 HEALTH INSURANCE	61,810	61,810	61,810
327,231	294,695	296,985	TOTAL PERSONAL SERVICES	310,090	310,090	310,090
MATERIALS AND SERVICES						
11,569	5,996	12,000	71000 CONTRACTUAL SERVICES	13,500	13,500	13,500
42,110	60,867	90,000	71500 ELECTRICITY	80,000	80,000	80,000
11,741	10,976	10,500	71520 TELEPHONE	13,000	13,000	13,000
11,168	9,733	8,500	71540 FUEL & LUBRICANTS	8,000	8,000	8,000
388	324	500	71560 COMMUNICATIONS SERVICE	500	500	500
(3,674)	0	0	71600 POSTAGE	0	0	0
3,999	1,444	4,000	71700 BUILDING MAINT. & REPAIR	4,000	4,000	4,000
17,948	7,958	20,000	71710 EQUIPMENT MAINT. & REPAIR	20,000	20,000	20,000
1,474	605	3,500	71720 VEHICLE MAINT. & REPAIR	3,500	3,500	3,500
0	234	1,000	71730 RADIO MAINT. & REPAIR	1,000	1,000	1,000
101	0	1,000	71750 METER MAINT. & REPAIR	1,000	1,000	1,000
529	1,153	1,000	72000 COMPUTER SERVICE & SUPPLIES	1,000	1,000	1,000
167	403	500	72010 OFFICE SUPPLIES	500	500	500
471	1,027	2,500	72100 MINOR EQUIPMENT & TOOLS	2,500	2,500	2,500
0	0	2,000	72120 EQUIPMENT RENTAL & LEASE	2,000	2,000	2,000
218	124	1,000	72300 BUILDING SUPPLIES	1,000	1,000	1,000
10,371	15,972	18,000	72400 LAB TESTS & SUPPLIES	20,000	20,000	20,000
33,428	39,461	35,000	72410 TREATMENT CHEMICALS	35,000	35,000	35,000
60	0	500	72510 SAFETY EQUIPMENT	500	500	500
1,420	2,234	2,000	73600 MISC. SUPPLIES & EXPENSE	2,000	2,000	2,000
143,488	158,512	213,500	TOTAL MATERIALS AND SERVICES	209,000	209,000	209,000
470,719	453,207	510,485	TOTAL EXPENDITURES	519,090	519,090	519,090



FUND: ENTERPRISE

FUND/DEPARTMENT #: 02-95

DEPARTMENT: WATER NON-DEPARTMENTAL

OVERVIEW

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

DEPARTMENT OPERATIONAL OBJECTIVES

- Department pays dues for membership in the American Water Works Association 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.
- The department provides funding for utility billing printing and mailing costs.
- The department provides funding for publication and postage fees for the mailing of special reports to the public. These reports include the Annual Consumer Confidence Report and water quality Public Notification Reports.
- Department pays its allotment for administrative and general engineering services as well any outstanding debt service.

BUDGET YEAR OBJECTIVES

- To continue to support the activities of the Water Production Department and the Water Distribution Department.
- Transfer \$50,000 to Water Reserve Fund.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2009-10

- Succeeded in supporting the activities of the Water Production Department and the Water Distribution Department.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2009-10

- No significant budget changes proposed.

**City of Cottage Grove
Fiscal Year 2010-11 Budget**

**02 WATER FUND
02-95 NON-DEPARTMENTAL**

2010-11

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
			MATERIALS & SERVICES			
358	7	750	70030 ADVERTISING	750	750	750
2,936	2,291	4,000	70040 CONSUMER CONFIDENCE REPORT	3,000	3,000	3,000
5,284	6,542	4,260	70100 AUDIT EXPENSE	3,840	3,840	3,840
19,852	15,650	19,625	70400 INSURANCE & BONDS	20,730	20,730	20,730
516	811	1,000	71600 POSTAGE	900	900	900
10,394	11,426	6,600	71610 UTILITY BILLING POSTAGE	8,000	8,000	8,000
1,454	1,505	2,100	72000 COMPUTER PROGRAMS & SUPPLIES	3,300	3,300	3,300
2,179	2,081	2,200	72010 OFFICE SUPPLIES	2,300	2,300	2,300
32	132	500	72030 BOOKS, MAPS & PERIODICALS	500	500	500
142	0	200	73600 MISCELLANEOUS SUPPLIES	200	200	200
261	100	3,500	74000 PROGRAM FEES & DUES	1,000	1,000	1,000
4,551	4,516	6,000	74100 PROFESSIONAL ASSOCIATION DUES	6,000	6,000	6,000
5,042	3,290	6,000	74200 EDUCATION & REGISTRATION FEES	6,400	6,400	6,400
1,981	1,718	2,200	74210 TRAVEL & SUBSISTENCE	2,100	2,100	2,100
1,057	423	1,800	74300 EMPLOYEE MEDICAL EXAMS & TESTS	1,500	1,500	1,500
0	0	250	76133 WATERSHED COUNCIL	250	250	250
68,507	68,605	68,665	79900 ADMINISTRATION CHARGES	68,675	68,675	68,675
20,000	20,000	20,000	79910 ENGINEERING SERVICE FEES	20,000	20,000	20,000
144,546	139,099	149,650	TOTAL MATERIALS & SERVICES	149,445	149,445	149,445
			TRANSFERS			
11,231	11,598	12,115	90217 TRANSFER TO DEBT SERVICE	13,000	13,000	13,000
0	0	15,000	90232 TRANSFER TO WATER RESERVE FUND	50,000	50,000	50,000
11,231	11,598	27,115	TOTAL TRANSFERS	63,000	63,000	63,000
0	0	107,855	99000 CONTINGENCY	187,725	187,725	187,725
0	0	0	99010 UNAPPROPRIATED ENDING BALANCE	0	0	0
209,908	300,139	0	99020 ENDING BALANCE	0	0	0
209,908	300,139	107,855	TOTAL ENDING BALANCE	187,725	187,725	187,725
365,685	450,836	284,620	TOTAL EXPENDITURES	400,170	400,170	400,170
1,436,538	1,508,109	1,524,485	TOTAL WATER FUND EXPENDITURES	1,678,295	1,678,295	1,678,295

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 of land, is used 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.
- Continue the wetland mitigation and monitoring project in conjunction with the wetland consultant.
- Pipe the ditch and construct an access road to the wetland from Emerson Drive.

BUDGET YEAR OBJECTIVES

- Construct access road to wetland.
- Continue monitoring program with wetland consultant and Oregon Department of State Lands.
- Continue to make payments from revenue 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 2009-10

- Foreclosed on one property and subsequently resold the property.
- Continuing marketing the property available, including listing on Oregon Prospector web site at the Oregon Business Development Department and coordination with the Chamber of Commerce Inventory.
- Constructed a deer fence around the 'wet' portion of the wetland and replace plants damaged by deer.
- Repaid \$252,000 interfund loan to Storm Drain System Development Charges Fund

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2009-10

- Funding to pipe a drainage ditch and construct a road to the wetland.

**City of Cottage Grove
Fiscal Year 2010-11 Budget**

09-00 INDUSTRIAL PARK OPERATIONS

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	DESCRIPTION	2010-11		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
1,231,448	1,212,241	1,153,055	41010 CARRYOVER	718,643	718,643	718,643
56,132	23,173	5,600	53200 INTEREST INCOME	3,593	3,593	3,593
42,140	30,691	0	54300 SALE OF PROPERTY	0	0	0
51	14	0	54060 MISCELLANEOUS REVENUE	0	0	0
1,329,771	1,266,118	1,158,655	TOTAL REVENUE	722,236	722,236	722,236
EXPENDITURES						
MATERIAL & SERVICES						
225	290	300	70100 AUDIT EXPENSE	500	500	500
0	0	0	70400 INSURANCE & BONDS	0	0	0
12,818	6,116	20,000	71000 CONTRACTUAL SERVICES	50,000	50,000	50,000
169	194	200	71500 ELECTRICITY	200	200	200
167	39	0	71520 TELEPHONE	0	0	0
381	0	0	71530 NATURAL GAS	0	0	0
0	0	0	71700 BUILDING MAINTENANCE & REPAIR	0	0	0
	74,585	60,000	71715 BROADBAND SERVICES	0	0	0
	4,364	10,000	73600 MISCELLANEOUS SUPPLIES	1,000	1,000	1,000
13,760	85,588	90,500	TOTAL MATERIALS & SERVICES	51,700	51,700	51,700
CAPITAL OUTLAY						
(1)	0	0	84000 BUILDING AND IMPROVEMENTS	0	0	0
(1)	0	0	TOTAL CAPITAL OUTLAY	0	0	0
DEBT SERVICE						
41,585	42,774	720,795	90110 LOAN PRINCIPAL	105,365	105,365	105,365
62,185	59,946	57,615	90111 LOAN INTEREST	63,135	63,135	63,135
103,770	102,720	778,410	TOTAL DEBT SERVICE	168,500	168,500	168,500
TRANSFERS						
0	0	289,745	90230 TRANSFER TO SDC FUND-STORM DRAIN	0	0	0
0	0	289,745	TOTAL TRANSFERS	0	0	0
0	0	0	99000 CONTINGENCY	461,240	461,240	461,240
0	0	0	99010 UNAPPROPRIATED ENDING BAL.	0	0	0
0	0	0	99012 RESERVED FOR FUTURE EXPENDITURE	40,796	40,796	40,796
1,212,241	1,077,810	0	99020 ENDING BALANCE	0	0	0
1,329,771	1,266,118	1,158,655	TOTAL EXPENDITURES	722,236	722,236	722,236

FUND: ENTERPRISE

FUND/DEPARTMENT #: 10-00

DEPARTMENT: STORM DRAIN UTILITY

OVERVIEW

The primary responsibility of the storm drainage utility 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 drainlines ranging in size from 4 inches to 66 inches in diameter. The system also contains several open channels and drainage ditches.

DEPARTMENT OPERATIONAL OBJECTIVES

The storm drainage utility provides:

- Minor repairs to the system infrastructure
- Cleaning of storm drainage mainlines, catch basins and inlets
- Utility locating service for underground utilities
- Periodic drainage channel cleaning

BUDGET YEAR OBJECTIVES

- The City's field crew will replace several small sections of storm drainage mainline that have caused excessive maintenance problems.
- The City's crew will 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 2009-10

- The storm drainage system was satisfactorily maintained, including annual cleaning of all catch basins within the City.
- The Department investigated complaints and repaired as necessary.
- Located the municipal storm drainage main lines prior to excavation work being performed.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2009-10

- An increase in user fees is needed, which will increase equity, to balance the proposed budget.
- Additional portions of various staff members are charge to this fund.

Position	2007-08	2008-09	2009-10	2010-11
Utilities Clerk	0.05	0.05	0.05	0.05
Public Works Director	-	-	-	0.10
Administrative Aide	0.10	0.10	0.10	0.10
Clerical Assistant	0.15	0.15	0.20	0.20
City Engineer	-	-	-	0.10
Utilities Maint. Supervisor	0.10	0.10	0.10	0.15
Fleet & Facilities Manager	0.05	0.05	0.05	0.10
Utility Maintenance Worker	0.90	0.90	0.90	1.60
Temporary Worker	0.14	0.14	0.10	0.12
	<u>1.49</u>	<u>1.49</u>	<u>1.50</u>	<u>2.52</u>

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2006-07	Actual 2007-08	Actual 2008-09	Estimate 2009-10
Provide an effective conveyance of storm water	No. of service requests evaluated	*	*	10	12
	No. of plugged storm mains	*	*	2	3
	Amount of drainage channels cleans	*	*	6	14

* - data not available



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 625 locate requests to locate the municipal lines prior to excavation work being performed.

STORM DRAINAGE PROJECTS PROJECTED CAPITAL IMPROVEMENT NEEDS

Map No.	Project	Total Costs (4/2010 \$)	Map No.	Project	Total Costs (4/2010 \$)
1	Along 10th St. & Washington Ave. Between Quincy Ave. & Main St.	1,550,200	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	Along Quincy Ave. between S. 8th St. and S. 10th St.	450,200	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
				N. Regional Park Ditch Cleaning	481,300
	PROJECT IDENTIFIED ON MASTER PLAN			Miscellaneous Projects	1,100,000

TOTAL OF ESTIMATED COSTS NOT FUNDED = \$14,597,000



**City of Cottage Grove
Fiscal Year 2010-11 Budget**

10-00 STORM DRAIN UTILITY

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	DESCRIPTION	2010-11		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
38,360	49,307	67,525	41010 CARRYOVER	80,600	80,600	80,600
130,375	145,672	149,925	45050 STORM DRAINAGE FEES	194,560	194,560	194,560
1,977	1,065	600	53200 INTEREST INCOME	350	350	350
514	363	300	54010 CREDIT BUREAU	300	300	300
679	391	300	54060 MISCELLANEOUS REVENUE	100	100	100
171,905	196,798	218,650	TOTAL REVENUE	275,910	275,910	275,910
EXPENDITURES						
PERSONAL SERVICES						
1,822	1,884	1,885	60240 UTILITIES CLERK - 0.05 FTE	1,885	1,885	1,885
0	0	0	60400 PUBLIC WORKS DIRECTOR - 0.10 FTE	8,675	8,675	8,675
4,112	4,253	4,255	60410 ADMINISTRATIVE AIDE - 0.10 FTE	4,255	4,255	4,255
4,906	5,327	7,220	60420 CLERICAL ASSISTANT - 0.20 FTE	7,540	7,540	7,540
0	0	0	60430 CITY ENGINEER - 0.10 FTE	7,290	7,290	7,290
6,295	6,509	6,510	60440 UTILITIES MAINT. SUPERVISOR - 0.15 FTE	9,765	9,765	9,765
3,189	3,298	3,300	60450 FLEET & FACILITIES MANAGER - 0.10 FTE	6,600	6,600	6,600
34,152	37,499	39,420	60480 UTILITY MAINTENANCE WORKER -1.6 FTE	73,890	73,890	73,890
1,503	2,042	1,795	61000 TEMPORARY WORKER - 0.12 FTE	2,070	2,070	2,070
700	780	1,200	61100 OVERTIME PAY	1,200	1,200	1,200
1,826	1,894	2,430	62010 WORKERS' COMPENSATION	4,690	4,690	4,690
226	144	135	62020 UNEMPLOYMENT RESERVE	250	250	250
4,215	4,580	5,020	62030 FICA	9,425	9,425	9,425
90	88	80	63010 LIFE INSURANCE	100	100	100
9,117	10,567	9,205	63020 RETIREMENT	17,340	17,340	17,340
474	462	350	63030 DISABILITY INSURANCE	535	535	535
14,601	18,159	21,170	63040 HEALTH INSURANCE	39,345	39,345	39,345
87,228	97,486	103,975	TOTAL PERSONAL SERVICES	194,855	194,855	194,855
MATERIALS & SERVICES						
295	314	435	70100 AUDIT EXPENSE	415	415	415
1,638	987	1,420	70400 INSURANCE & BONDS	1,500	1,500	1,500
2,265	373	2,500	71000 CONTRACTUAL SERVICES	2,500	2,500	2,500
4,409	2,570	4,000	71500 ELECTRICITY	3,000	3,000	3,000
2,070	1,858	2,200	71520 TELEPHONE	2,050	2,050	2,050
957	968	1,200	71530 NATURAL GAS	1,100	1,100	1,100
1,819	2,090	2,500	71540 FUEL & LUBRICANTS	2,500	2,500	2,500
603	354	700	71560 COMMUNICATIONS SERVICE	500	500	500
112	208	150	71600 POSTAGE	150	150	150
1,463	2,050	1,500	71610 UTILITY BILLING POSTAGE	1,250	1,250	1,250
211	285	500	71700 BUILDING MAINT. & REPAIR	500	500	500
2,151	1,499	2,500	71710 EQUIPMENT MAINT. & REPAIR	2,500	2,500	2,500
320	376	800	71720 VEHICLE MAINT. & REPAIR	800	800	800
45	5	150	71730 RADIO MAINT. & REPAIR	0	0	0
897	1,026	1,000	72000 COMPUTER SERVICE & SUPPLIES	600	600	600
147	20	300	72010 OFFICE SUPPLIES	150	150	150
979	628	1,500	72100 MINOR EQUIPMENT & TOOLS	1,500	1,500	1,500
407	357	1,000	72120 EQUIPMENT RENTAL & LEASE	1,000	1,000	1,000
153	77	200	72600 CLEANING SUPPLIES	200	200	200
1,049	2,024	2,000	73000 SAND & GRAVEL	3,000	3,000	3,000
344	966	2,000	73010 ASPHALT & CONCRETE	2,000	2,000	2,000
388	227	2,000	73200 SEWER PIPE	2,000	2,000	2,000
0	0	500	73210 COLLECTION SYSTEM CLEANING	500	500	500
1,387	1,489	1,500	73600 MISCELLANEOUS SUPPLIES	1,800	1,800	1,800
0	765	1,000	74000 PROGRAM FEES AND DUES	1,100	1,100	1,100
0	80	75	74210 TRAVEL AND SUBSISTENCE	0	0	0

**City of Cottage Grove
Fiscal Year 2010-11 Budget**

10-00 STORM DRAIN UTILITY

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	DESCRIPTION	2010-11		
				PROPOSED	APPROVED	ADOPTED
9,419	8,810	9,515	79900 ADMINISTRATIVE FEE	10,235	10,235	10,235
33,528	30,406	43,145	TOTAL MATERIALS & SERVICES	42,850	42,850	42,850
1,842	1,902	1,990	90217 TRANSFER TO DEBT SERVICE	2,135	2,135	2,135
0	0	69,540	99000 CONTINGENCY	36,070	36,070	36,070
49,307	67,004	0	99020 ENDING BALANCE	0	0	0
171,905	196,798	218,650	TOTAL EXPENDITURES	275,910	275,910	275,910

**City of Cottage Grove
Fiscal Year 2010-11 Budget**

**23-00 WASTEWATER FUND
REVENUE**

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	DESCRIPTION	2010-11		
				PROPOSED	APPROVED	ADOPTED
128,101	139,827	116,040	41010 CARRYOVER	130,710	130,710	130,710
886,097	998,331	1,016,085	45040 WASTEWATER DISP USER CHARGES	1,154,265	1,154,265	1,154,265
312,476	322,958	335,000	45044 GOLF COURSE FEES	345,000	345,000	345,000
30,248	19,754	20,000	45045 PRO SHOP	25,000	25,000	25,000
63,007	67,034	60,000	45046 CLUB/CART RENTALS	75,000	75,000	75,000
50,489	52,701	50,000	45047 DELI SALES	70,500	70,500	70,500
0	4,330	6,500	45048 LPG/PGA FEES	6,300	6,300	6,300
0	11,943	11,945	45049 CG HOSPITAL MOWING FEES	11,945	11,945	11,945
0	9,214	6,000	45053 GIFT CARD SALES	15,000	15,000	15,000
0	942	0	45510 S. 6TH ST ZONE OF BENEFIT REIMB.	0	0	0
0	24,784	13,365	51130 STATE AND LOCAL GRANTS	0	0	0
6,934	2,924	1,700	53200 INTEREST REVENUE	750	750	750
2,315	1,669	1,800	54010 CREDIT BUREAU	1,800	1,800	1,800
803	1,499	500	54050 AUCTION PROCEEDS	500	500	500
12,239	10,690	4,000	54060 MISCELLANEOUS REVENUE	1,500	1,500	1,500
6,750	9,000	9,000	54250 RENTAL PROPERTY REVENUE	10,500	10,500	10,500
15,900	0	0	54400 LOAN PROCEEDS	0	0	0
1,515,359	1,677,600	1,651,935	TOTAL REVENUE	1,848,770	1,848,770	1,848,770



FUND: ENTERPRISE

FUND/DEPARTMENT #: 23-51

DEPARTMENT: WASTEWATER COLLECTION

OVERVIEW

The Wastewater Collection Department's primary function is to collect and convey of wastewater from the City's customers to the City's Wastewater Treatment Plant in a safe, efficient manner. The Wastewater Collection system contains 45.66 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.
- Investigates and monitors underground contaminants and evaluates effects on collection systems.
- Investigates and removes infiltration and inflow situations (storm water entering the sanitary sewer collection system).
- When necessary, clean wastewater lines and remove debris (rags, grease, gravel and roots).

BUDGET YEAR OBJECTIVES

- Repair or replace small sections of sewer mainline including service laterals that have caused excessive maintenance problems.
- Investigate possible cross connections with 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 2009-10

- Unplugged and cleaned main lines and laterals from blockages.
- Performed routine maintenance of sewer mainlines throughout the system.
- Replaced numerous sewer service laterals from customer connection to main line tap.
- Investigated complaints and continue to monitor problem areas within the system.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2009-10

- An user fee increase is needed to balance the proposed budget. Additionally, the City Council is considering rate restructuring to improve equity.
- A portion of the Finance Clerk position is charged to this fund.

Position	FULL-TIME EQUIVALENT POSITIONS			
	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10	Proposed 2010-11
Utilities Clerk	0.45	0.45	0.45	0.45
Finance Clerk	-	-	-	0.15
Public Works Director	0.25	0.25	0.25	0.20
Administrative Aide	0.20	0.20	0.20	0.20
Clerical Assistant	0.25	0.25	0.25	0.25
City Engineer	0.15	0.15	0.15	0.15
Utilities Maint. Supervisor	0.20	0.20	0.20	0.20
Fleet & Facilities Manager	0.25	0.25	0.25	0.20
Utility Maintenance Workers	2.05	2.05	2.05	1.80
	<u>3.80</u>	<u>3.80</u>	<u>3.80</u>	<u>3.60</u>

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2006-07	Actual 2007-08	Actual 2008-09	Estimate 2009-10
Provide a safe and effective conveyance of wastewater	No. of service requests evaluated	*	*	20	38
	No. of plugged sewer mains	*	*	15	14
	No. of lateral lines repaired	*	*	5	8
	No. of sewer spills reported	*	*	0	0

* - data not available



DID YOU KNOW?

Wastewater Collection Facts:

- Annually, on average, 222.14 gallons of sewage per day is treated for every citizen of Cottage Grove.
- The Department maintains approximately 45.66 miles of sanitary sewer main lines.
- The Department responded to approximately 631 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 10 sewer laterals were replaced this year.
- There are a total of approximately 3,646 sewer customers served by the City's sanitary sewer collection system.



February 10, 2010 Failing wastewater lateral line on Tyler Avenue. Created a large sink hole, as shown in the picture to the left. Once uncovered, picture on the right, the break could be viewed and repaired.

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	118,600
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	266,500	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

TOTAL OF ESTIMATED COSTS NOT FUNDED = \$6,657,400

**City of Cottage Grove
Fiscal Year 2010-11 Budget**

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

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	DESCRIPTION	2010-11		
				PROPOSED	APPROVED	ADOPTED
PERSONAL SERVICES						
16,394	16,956	16,960	60240 UTILITIES CLERK - 0.45 FTE	16,960	16,960	16,960
0	0	0	60250 FINANCE CLERK - 0.15 FTE	4,985	4,985	4,985
18,114	19,668	20,655	60400 PUBLIC WORKS DIRECTOR - 0.20 FTE	17,350	17,350	17,350
8,219	8,430	8,430	60410 ADMINISTRATIVE AIDE - 0.20 FTE	8,430	8,430	8,430
8,239	8,945	9,105	60420 CLERICAL ASSISTANT - 0.25 FTE	9,420	9,420	9,420
10,573	10,959	10,935	60430 CITY ENGINEER - 0.15 FTE	10,935	10,935	10,935
12,590	13,018	13,020	60440 UTILITIES MAINT. SUPERVISOR - 0.20 FTE	13,020	13,020	13,020
15,945	16,488	16,490	60450 FLEET & FACILITIES MANAGER - 0.20 FTE	13,195	13,195	13,195
75,462	85,602	90,575	60480 UTILITY MAINTENANCE WORKER - 1.80 FTE	83,695	83,695	83,695
1,743	1,741	3,000	61100 OVERTIME	3,000	3,000	3,000
4,333	4,489	5,530	62010 WORKERS' COMPENSATION	5,395	5,395	5,395
667	425	385	62020 UNEMPLOYMENT	370	370	370
12,475	13,564	14,470	62030 FICA	13,845	13,845	13,845
250	246	220	63010 LIFE INSURANCE	150	150	150
26,153	30,427	25,720	63020 RETIREMENT	24,435	24,435	24,435
1,316	1,298	955	63030 DISABILITY INSURANCE	810	810	810
42,698	52,402	58,150	63040 HEALTH INSURANCE	59,470	59,470	59,470
255,171	284,657	294,600	TOTAL PERSONAL SERVICES	285,465	285,465	285,465
MATERIALS AND SERVICES						
5,114	5,521	5,000	71000 CONTRACTUAL SERVICES	5,000	5,000	5,000
850	790	1,000	71210 CLOTHING ALLOWANCE	1,000	1,000	1,000
3,748	2,686	3,000	71500 ELECTRICITY	2,500	2,500	2,500
8,907	8,170	8,000	71520 TELEPHONE	7,900	7,900	7,900
2,355	2,080	2,000	71530 NATURAL GAS	2,000	2,000	2,000
11,476	8,781	9,000	71540 FUEL & LUBRICANTS	9,000	9,000	9,000
0	0	0	71550 LANDFILL FEES	0	0	5,000
602	590	600	71560 COMMUNICATIONS SERVICE	600	600	600
971	907	1,000	71700 BUILDING MAINT. & REPAIR	1,000	1,000	1,000
8,633	7,037	8,000	71710 EQUIPMENT MAINT. & REPAIR	8,500	8,500	8,500
2,938	2,527	4,000	71720 VEHICLE MAINT. & REPAIR	3,000	3,000	3,000
71	8	200	71730 RADIO MAINT. & REPAIR	200	200	200
1,706	1,861	0	72000 COMPUTER SERVICE & SUPPLIES	0	0	0
3,345	2,008	3,000	72100 MINOR EQUIPMENT & TOOLS	3,000	3,000	3,000
337	321	1,000	72120 EQUIPMENT RENTAL & LEASE	1,000	1,000	1,000
565	1,341	1,000	72510 SAFETY EQUIPMENT	1,000	1,000	1,000
569	627	800	72600 CLEANING SUPPLIES	800	800	800
2,485	3,469	3,000	73000 SAND & GRAVEL	4,500	4,500	4,500
511	856	1,500	73010 ASPHALT & CONCRETE	1,000	1,000	1,000
962	251	2,000	73200 SEWER PIPE	2,000	2,000	2,000
3,124	3,168	3,500	73600 MISC. SUPPLIES & EXPENSE	3,500	3,500	3,500
59,269	52,998	57,600	TOTAL MATERIALS AND SERVICES	57,500	57,500	62,500
314,440	337,655	352,200	TOTAL EXPENDITURES	342,965	342,965	347,965



FUND: ENTERPRISE

FUND/DEPARTMENT #: 23-52

DEPARTMENT: WASTEWATER TREATMENT

OVERVIEW

The Wastewater Treatment Plant receives and processes twenty-four hours a day, seven days a week all sanitary wastewater generated by users of the municipal wastewater system. The Environmental Protection Agency along with Oregon's Department of Environmental Quality dictate standards for discharging effluent, land applying bio-solids and applying reuse water 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.
- Remove and dispose of residual bio-solids from the treatment process; the bio-solids are placed on agricultural areas.

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.
- Finally implement the wastewater reclamation and reuse program by providing treated water for irrigation to Middlefield Golf Course..
- Begin testing for 118 Priority Persistent Pollutants identified under Senate Bill 737. If any pollutants exceed trigger levels, the City will need to develop a plan to address how that particular pollutant will be removed from the waste stream.
- Continue to seek opportunities to develop alternative energy source for the facility.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2009-10

- Operated, maintained and repaired treatment site facilities and equipment as needed to assure compliance with discharge/disposal requirements.
- Applied bio-solids to a local agricultural field.
- Removed and repaired influent pump and motor.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2009-10

- User fee increase is needed to balance the proposed budget.
- Staff is expecting a price increase in electricity rates.

Position	FULL-TIME EQUIVALENT POSITIONS			
	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10	Proposed 2010-11
Public Works Director	0.10	0.10	0.10	0.10
Administrative Aide	0.05	0.05	0.05	0.05
Clerical Assistant	0.05	0.05	0.05	0.05
City Engineer	0.05	0.05	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	3.05	2.05	2.05
	<u>3.35</u>	<u>4.35</u>	<u>3.35</u>	<u>3.35</u>

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2007	Actual 2008	Actual 2009	Estimate 2010	Projection 2011
Meet EPA's & DEQ's treatment and discharge standards	No. of gallons treated per year (million gallons)	801.0	765.8	679.3	781.3	812.5
	No. dry tons of bio-solids land applied	98.4	128	110	125	130
	No. of permit violations	0	0	0	0	0

* - data not available



DID YOU KNOW?

Wastewater Treatment Facts:

- The Wastewater Treatment Plant is an activated sludge process. The plant is designed to reduce pollutant discharge and thermal loading to the Coast Fork Willamette River; to impact the ecology of the stream by reducing dissolved oxygen. The plant was designed to allow summer discharges to be used as reuse irrigation water on the Middlefield Golf Course and other identified sites. The Oregon DEQ has stated the permit for the discharge should be issued soon.
- 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.



**City of Cottage Grove
Fiscal Year 2010-11 Budget**

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

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	DESCRIPTION	2010-11		
				PROPOSED	APPROVED	ADOPTED
PERSONAL SERVICES						
7,246	7,867	8,265	60400 PUBLIC WORKS DIRECTOR - 0.10 FTE	8,675	8,675	8,675
2,056	2,126	2,130	60410 ADMINISTRATIVE AIDE - 0.05 FTE	2,130	2,130	2,130
1,666	1,809	1,885	60420 CLERICAL ASSISTANT - 0.05 FTE	1,885	1,885	1,885
3,524	3,653	3,645	60430 CITY ENGINEER - 0.05 FTE	3,645	3,645	3,645
3,189	3,298	3,300	60450 FAC. & EQUIP. MAINT. SUPERVISOR - 0.05 FTE	3,300	3,300	3,300
62,100	48,128	62,430	60470 WW TREATMENT PLANT SUPERVISOR - 1.0 FTE	63,955	63,955	63,955
106,352	123,995	90,365	60480 UTILITY MAINTENANCE WORKER - 2.05 FTE	89,490	89,490	89,490
2,014	2,180	4,000	61100 OVERTIME	4,000	4,000	4,000
4,957	5,258	5,450	62010 WORKERS' COMPENSATION	6,775	6,775	6,775
752	460	355	62020 UNEMPLOYMENT	355	355	355
14,188	14,474	13,465	62030 FICA	13,550	13,550	13,550
230	204	200	63010 LIFE INSURANCE	140	140	140
32,746	32,822	24,375	63020 RETIREMENT	24,440	24,440	24,440
1,263	1,085	840	63030 DISABILITY INSURANCE	750	750	750
30,057	44,657	55,435	63040 HEALTH INSURANCE	60,125	60,125	60,125
272,340	292,018	276,140	TOTAL PERSONAL SERVICES	283,215	283,215	283,215
MATERIALS AND SERVICES						
3,114	2,622	2,000	71000 CONTRACTUAL SERVICES	3,000	3,000	3,000
619	437	1,000	71210 CLOTHING ALLOWANCE	1,000	1,000	1,000
84,808	100,260	95,000	71500 ELECTRICITY	100,000	100,000	100,000
6,600	9,387	6,250	71520 TELEPHONE	6,750	6,750	6,750
2,293	1,535	2,000	71530 NATURAL GAS	2,000	2,000	2,000
1,825	1,869	2,000	71540 FUEL & LUBRICANTS	3,500	3,500	3,500
194	0	200	71560 COMMUNICATIONS SERVICE	0	0	0
1,276	1,050	1,000	71700 BUILDING MAINT. & REPAIR	1,000	1,000	1,000
7,409	24,776	15,000	71710 EQUIPMENT MAINT. & REPAIR	15,000	15,000	15,000
35	100	500	71720 VEHICLE MAINT. & REPAIR	500	500	500
0	59	0	72000 COMPUTER PROGRAMS & SUPPLIES	0	0	0
194	129	0	72010 OFFICE SUPPLIES	0	0	0
73	623	1,000	72100 MINOR EQUIPMENT & TOOLS	1,000	1,000	1,000
328	0	1,000	72120 EQUIPMENT RENTAL & LEASE	5,000	5,000	5,000
9,634	9,305	15,000	72400 LAB TESTS & SUPPLIES	15,000	15,000	15,000
51,678	69,235	60,000	72410 TREATMENT CHEMICALS	60,000	60,000	60,000
320	405	800	72600 CLEANING SUPPLIES	800	800	800
2,285	2,472	2,500	73600 MISC. SUPPLIES & EXPENSE	2,500	2,500	2,500
0	155	0	74200 EDUCATION & REGISTRATION FEES	0	0	0
172,685	224,419	205,250	TOTAL MATERIALS AND SERVICES	217,050	217,050	217,050
445,025	516,437	481,390	TOTAL EXPENDITURES	500,265	500,265	500,265

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 course that is surrounded by mature landscaping and the beautiful Row River. This department provides for the operation, maintenance and promotion of this course. The reason for the purchase of the course in 2006 was to irrigate with reuse water from the wastewater treatment plant.

DEPARTMENT 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.
- Begin irrigating with reuse water from Wastewater Treatment Plant.
- Continue to promote Golf Course including Pro shop and Deli.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2009-10

- Utilized FORE Reservations system to track sales and other trends.
- Continued youth program with successful summer camp.
- Continued to enhance deli menu.
- Increased number of Tournaments.
- Continued to overhaul all golf course equipment including golf carts.
- Continued to develop record keeping and cost tracking for entire Middlefield fleet including rental golf carts.
- Continued to promote Men's and Women's clubs & Junior Clinic participation.
- Implemented monthly Newsletter.
- Hosted Cottage Grove and Creswell school golf teams for practice and tournaments.
- Secured the services of Golf Pro Tony Joyner

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2009-10

- Golf Course fees are to be adjusted.
- Electricity costs are expected to raise approximately 20 percent.

Position	FULL-TIME EQUIVALENT POSITIONS			
	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10	Proposed 2010-11
Community Services Director	0.67	0.15	0.15	0.15
Golf Shop Manager	1.00	1.00	1.00	1.00
Golf Shop Assistant	1.00	1.35	1.42	1.35
Golf Course Superintendent	1.00	1.00	1.00	1.00
Golf Course Assist. Super/Mechanic	-	0.68	0.67	0.67
Groundskeeper/Temporary Worker	4.00	2.65	0.25	0.29
Groundskeeper/Reg. Part Time Worker	-	-	2.65	2.65
	7.67	6.83	7.14	7.11



2010 Day of Caring – Middlefield Golf Course

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2006-07	Actual 2007-08	Actual 2008-09	Estimate 2009-10
Use reuse water for irrigation purposes	Number of gallons applied	0	0	0	350,000 gpd
Provide facility for community golf programs and tournaments annually	No.of tournaments		23	25	28
	No. of annual memberships			49	51
	Value of weekday rounds			\$ 120,010	\$ 92,000
	Value of weekend rounds			\$ 93,125	\$ 132,062
	Value of twilight rounds			\$ 53,056	\$ 59,000
	Attendance at Golf Camp		40	80	45
	No. of High School Golf Events		7	8	10
Increase sales in indirect services to support operations & maintenance	Clubs/Cart rental revenue		\$ 63,007	\$ 67,034	\$ 65,000
	Deli Shop revenue		\$ 50,489	\$ 52,700	\$ 49,220
	Pro Shop revenue		\$ 23,748	\$ 19,754	\$ 20,951



**City of Cottage Grove
Fiscal Year 2010-11 Budget**

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

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	DESCRIPTION	2010-11		
				PROPOSED	APPROVED	ADOPTED
PERSONAL SERVICES						
7,945	8,726	9,165	60475 COMMUNITY SERVICES DIRECTOR - 0.15 FTE	9,625	9,625	9,625
31,460	33,876	35,865	60476 GOLF SHOP MANAGER - 1.0 FTE	35,865	35,865	35,865
17,421	22,716	28,820	60477 GOLF SHOP ASSISTANT - 1.35 FTE	25,780	25,780	25,780
42,338	45,968	48,270	60478 GOLF COURSE SUPERINTENDENT - 1.0 FTE	50,690	50,690	50,690
0	19,998	21,700	60479 G.C. ASSIST SUPER/MECHANIC - 0.67 FTE	21,700	21,700	21,700
42,949	38,466	4,810	61000 GROUNDSKEEPER/TEMP. WORK - 0.29 FTE	5,100	5,100	5,100
0	0	53,820	61010 GROUNDSKEEPER/REG. PT. WORK - 2.65 FTE	46,920	46,920	46,920
0	0	500	61100 OVERTIME	500	500	500
2,610	2,366	3,025	62010 WORKERS' COMPENSATION	3,345	3,345	3,345
566	389	335	62020 UNEMPLOYMENT	325	325	325
10,709	12,859	15,530	62030 FICA	15,010	15,010	15,010
139	135	130	63010 LIFE INSURANCE	95	95	95
14,674	19,673	19,210	63020 RETIREMENT	18,490	18,490	18,490
758	735	560	63030 DISABILITY INSURANCE	495	495	495
22,198	24,629	33,760	63040 HEALTH INSURANCE	36,725	36,725	36,725
193,767	230,535	275,500	TOTAL PERSONAL SERVICES	270,665	270,665	270,665
MATERIALS AND SERVICES						
4,865	6,329	5,000	70030 ADVERTISING	4,500	4,500	4,500
5,945	4,230	3,000	71000 CONTRACTUAL SERVICES	4,200	4,200	4,200
678	1,050	1,000	71020 LICENSES & PERMITS	750	750	750
625	560	1,000	71210 CLOTHING ALLOWANCE	750	750	750
0	0	100	71240 LAUNDRY EXPENSE	0	0	0
15,175	21,011	20,000	71500 ELECTRICITY	22,000	22,000	22,000
5,587	5,674	6,000	71520 TELEPHONE	5,150	5,150	5,150
13,570	15,632	16,000	71540 FUEL & LUBRICANTS	15,000	15,000	15,000
16,322	18,236	20,000	71580 FERTILIZER	15,000	15,000	15,000
53	5	100	71600 POSTAGE	100	100	100
11,732	1,204	5,000	71700 BUILDING MAINT. & REPAIR	3,000	3,000	3,000
33,885	24,518	25,000	71710 EQUIPMENT MAINT. & REPAIR	23,800	23,800	23,800
230	8	1,000	71720 VEHICLE MAINT. & REPAIR	1,000	1,000	1,000
581	2,184	1,000	72000 COMPUTER SERVICE & SUPPLIES	2,500	2,500	2,500
501	746	600	72010 OFFICE SUPPLIES	500	500	500
0	63	200	72030 BOOKS, MAPS & PERIODICALS	200	200	200
4,141	3,813	5,000	72100 MINOR EQUIPMENT & TOOLS	5,000	5,000	5,000
77	1,112	1,000	72120 EQUIPMENT RENTAL & LEASE	1,000	1,000	1,000
0	0	3,000	72200 LANDSCAPING SUPPLIES	2,000	2,000	2,000
4,845	7,615	9,000	72320 IRRIGATION PARTS & SUPPLIES	6,000	6,000	6,000
15,604	19,870	18,000	72330 SUPPLIES/PRO SHOP INVENTORY	18,000	18,000	18,000
27,946	29,087	25,000	72340 SUPPLIES/DELI FOOD	25,000	25,000	25,000
358	3,272	6,000	72430 CHEMICALS	8,000	8,000	8,000
2,052	1,057	1,100	72600 CLEANING SUPPLIES	1,100	1,100	1,100
2,368	8,313	10,000	73000 SOIL/SAND/GRAVEL	8,000	8,000	8,000
10,495	7,656	8,000	73600 MISC. SUPPLIES & EXPENSE	8,000	8,000	8,000
927	2,022	700	74100 PROFESSIONAL ASSOC. DUES	2,500	2,500	2,500
445	357	750	74200 EDUCATION & REGISTRATION FEES	750	750	750
210	277	750	74210 TRAVEL & SUBSISTENCE	1,000	1,000	1,000
5,260	3,890	6,500	74230 LPGA/PGA REGISTRATION FEES	6,300	6,300	6,300
0	0	4,200	76000 ANIMAL CONTROL	3,000	3,000	3,000
184,477	189,790	204,000	TOTAL MATERIALS AND SERVICES	194,100	194,100	194,100

**City of Cottage Grove
Fiscal Year 2010-11 Budget**

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

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	DESCRIPTION	2010-11		
				PROPOSED	APPROVED	ADOPTED
			CAPITAL OUTLAY			
15,900	0	0	84010 WORK EQUIPMENT	0	0	0
15,900	0	0	TOTAL CAPITAL OUTLAY	0	0	0
0	0	0	90217 TRANSFER TO DEBT SERVICE	0	0	0
394,144	420,325	479,500	TOTAL EXPENDITURES	464,765	464,765	464,765



FUND: ENTERPRISE

FUND/DEPARTMENT #: 23-95

DEPARTMENT: WASTEWATER NON-DEPARTMENTAL

OVERVIEW

The Wastewater Non-Departmental Department's purpose is to account 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.
- Department 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.
- The department provides funding for utility billing printing and mailing costs.
- The department provides funding for publication and postage fees for the mailing of special reports to the public.
- Department pays its 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 Collection, Treatment Plant, and Golf Course Departments.
- Transfer \$50,000 to Wastewater Reserve Fund.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2009-10

- Supported the activities of the Wastewater Collection, Wastewater Treatment Plant and Golf Course Departments.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2009-10

- New expenditure for Priority Persistent Pollutants (p³) program testing and mitigation planning.

**City of Cottage Grove
Fiscal Year 2010-11 Budget**

**23 WASTEWATER FUND
23-95 NON-DEPARTMENTAL**

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	DESCRIPTION	2010-11		
				PROPOSED	APPROVED	ADOPTED
			MATERIALS & SERVICES			
490	779	750	70030 ADVERTISING	750	750	750
4,477	6,019	4,860	70100 AUDIT EXPENSE	4,905	4,905	4,905
27,804	37,919	33,185	70400 INSURANCE & BONDS	35,050	35,050	35,050
153	378	200	71600 POSTAGE	200	200	200
6,398	3,660	3,000	71610 UTILITY BILLING POSTAGE	3,000	3,000	3,000
1,738	2,769	2,000	72000 COMPUTER PROGRAMS & SUPPLIES	2,800	2,800	2,800
1,823	1,519	1,000	72010 OFFICE SUPPLIES	1,000	1,000	1,000
0	17	500	72030 BOOKS, MAPS & PERIODICALS	500	500	500
5,668	6,121	7,000	73220 NDPEIS DISCHARGE PERMIT	7,000	7,000	7,000
0	0	0	73240 SB 737 PLAN & TESTING	25,000	25,000	25,000
686	525	1,000	74000 PROGRAM FEES & DUES	1,000	1,000	1,000
524	869	1,000	74100 PROFESSIONAL ASSOCIATION DUES	1,000	1,000	1,000
1,711	1,257	1,500	74200 EDUCATION & REGISTRATION FEES	1,900	1,900	1,900
652	1,395	1,000	74210 TRAVEL & SUBSISTENCE	1,000	1,000	1,000
393	775	700	74300 EMPLOYEE MEDICAL EXAMS & TESTS	700	700	700
920	1,020	1,000	76010 RODENT CONTROL	1,000	1,000	1,000
0	0	250	76133 WATERSHED COUNCIL	250	250	250
0	3,568	16,865	76155 ENGINEERING ORWD GRANT	0	0	0
57,363	69,555	68,750	79900 ADMINISTRATION FEE	68,865	68,865	68,865
20,000	20,000	20,000	79910 ENGINEERING SERVICE FEES	20,000	20,000	20,000
130,800	158,144	164,560	TOTAL MATERIALS & SERVICES	175,920	175,920	175,920
91,123	110,364	110,725	90217 TRANSFER TO DEBT SERVICE	111,335	111,335	111,335
0	0	0	90235 TRANSFER TO WASTEWATER RESERVE	50,000	50,000	50,000
91,123	110,364	110,725	TOTAL TRANSFERS	161,335	161,335	161,335
0	0	63,560	99000 CONTINGENCY	203,520	203,520	198,520
139,827	134,674	0	99020 ENDING BALANCE	0	0	0
361,750	403,183	338,845	TOTAL EXPENDITURES	540,775	540,775	535,775
1,515,359	1,677,600	1,651,935	TOTAL WASTEWATER FUND EXPENDITURES	1,848,770	1,848,770	1,848,770