

CITY OF COTTAGE GROVE

ENTERPRISE FUNDS BUDGET SUMMARY

FUND/DEPARTMENT	FY2005-06 ACTUAL	FY2006-07 ACTUAL	FY2007-08 ACTUAL	FY2008-09 BUDGET	FY2009-10 ADOPTED
Water Fund					
Water Distribution	482,279	548,641	600,134	654,285	729,380
Water Production	367,226	432,124	470,719	580,445	510,485
Non-Departmental	<u>432,218</u>	<u>372,892</u>	<u>365,685</u>	<u>208,955</u>	<u>284,620</u>
Total Water Fund	1,281,723	1,353,657	1,436,538	1,443,685	1,524,485
Industrial Park Operations Fund	120,613	1,073,663	1,329,771	1,481,156	1,158,655
Storm Drain Utility Fund	144,993	151,988	171,905	192,015	218,650
Wastewater Fund					
Wastewater Collection	280,154	314,075	314,440	363,175	352,200
Wastewater Treatment Plant	344,989	409,762	445,025	536,985	481,390
Middlefield Golf Course	0	1,485,321	394,144	453,020	479,500
Non-Departmental	<u>345,563</u>	<u>256,726</u>	<u>361,750</u>	<u>339,565</u>	<u>338,845</u>
Total Wastewater Fund	970,706	2,465,884	1,515,359	1,692,745	1,651,935
Total Enterprise Funds	2,518,035	5,045,192	4,453,573	4,809,601	4,553,725



**City of Cottage Grove
Fiscal Year 2009-10 Budget**

**02-00 WATER FUND
REVENUE**

2006-07 ACTUAL	2007-08 ACTUAL	2008-09 BUDGET	DESCRIPTION	2009-10		
				PROPOSED	APPROVED	ADOPTED
217,791	262,045	158,710	41010 CARRYOVER	244,670	244,670	244,670
			CHARGES FOR SERVICES			
1,116,657	1,106,759	1,232,475	45010 SALE OF WATER	1,234,715	1,234,715	1,234,715
21,227	21,519	19,000	45020 SERVICE CONNECTION FEES	18,000	18,000	18,000
21,728	15,278	10,000	45030 INSTALLATION FEES	8,000	8,000	8,000
5,453	0	0	45500 MISC. CHARGES FOR SERVICES	0	0	0
4,763	0	0	45510 S. 6TH ST. ZONE OF BENEFIT REIMB.	0	0	0
1,169,828	1,143,556	1,261,475	TOTAL CHARGES FOR SERVICES	1,260,715	1,260,715	1,260,715
8,283	8,435	7,000	53200 INTEREST INCOME	2,600	2,600	2,600
			MISCELLANEOUS REVENUE			
1,533	2,315	1,000	54010 CREDIT BUREAU	1,000	1,000	1,000
232	1,037	500	54050 AUCTION PROCEEDS	500	500	500
29,704	19,150	15,000	54060 MISCELLANEOUS REVENUE	15,000	15,000	15,000
31,469	22,502	16,500	TOTAL MISCELLANEOUS REVENUE	16,500	16,500	16,500
1,427,371	1,436,538	1,443,685	TOTAL REVENUE	1,524,485	1,524,485	1,524,485



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, and 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 2008-09

- 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 City's water system.

- Performed numerous water main line taps and installed services for new residential and commercial customers (approximately 21).
- 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.
- Provided technical assistance to the newly formed Row River Water District.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2008-09

- A 1% increase in water user fees will be initiated beginning mid-July to maintain current income levels after a reduction in consumption from the previous year.

Position	FULL-TIME EQUIVALENT POSITIONS			
	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09	Proposed 2009-10
Utilities Clerk	0.50	0.50	0.50	0.50
Public Works Director	0.25	0.25	0.25	0.25
Administrative Aide	0.30	0.30	0.30	0.30
Clerical Assistant	0.40	0.40	0.40	0.50
City Engineer	0.15	0.15	0.15	0.15
Utilities Maint. Supervisor	0.50	0.50	0.50	0.50
Fleet & Facilities Manager	0.35	0.35	0.35	0.35
Utility Maintenance Workers	4.15	4.15	4.15	4.15
	<u>6.60</u>	<u>6.60</u>	<u>6.60</u>	<u>6.70</u>

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2005-06	Actual 2006-07	Actual 2007-08	Estimate 2008-09
Provide customers high quality drinking water	No. of backflow devices	902	1,087	1,111	1,267
	No. of backflow inspections	*	34	95	121
	No. of service requests evaluated	*	*	*	38
	No. of repairs on distribution system	*	*	*	44
Provide contractors and public with pertinent information as it relates to water distribution system	No. of locates				625
	Promote of "call before you dig" service	√	√	√	√

* - data not available



DID YOU KNOW?

Water Distribution Facts:

- Provides maintenance and operation of approximately 46.93 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 3,763 metered water service connections (3,636 active account as per Feb. 2009 billing and approximately 127 accounts idle).
- 45 fire service connections.
- One pressure regulating station

From July 1, 2008 to date:

- Over 336 existing water meters were replaced because they were stopped, fogged, damaged or unable to be read.
- Approximately 321 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 996 requests to turn water on or off were received from customers.
- Approximately 625 utility locate requests were received to locate the City's underground water facilities.
- Approximately 106 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.



*Isolating a 14" transmission main from an
18" transmission main near Starfire Lumber.*

WATER PROJECTS PROJECTED CAPITAL IMPROVEMENT NEEDS

Project	Total Costs (2008 \$)	Project	Total Costs (2008 \$)
12 inch on "M" St. from Main - Bryant	54,808	12" Valves	87,576
12" on "N" St. from Bryant - Clarke	2,919	12" on Blue Sky from Harrison - Sweet La	155,447
12" on Cottage Grove Conn. From Hwy 99 to Row River Rd.	154,718	12" on Sweet Lane from Hwy. 99 to Blue Sky Dr.	209,452
12" on 16th St. from Cottage Grove Conn. to Washington Ave.	286,081	12" on Cleveland Ave. from Hwy. 99 to I-5	289,001
12" on Washington Ave. from 3rd - 5th	43,788	12" along west side of I-5	259,809
12" on Taylor from 8th - 10th	38,679	12" on S. 6th from Grant - Cleveland	132,094
12" on Taylor from 4th - 6th	36,490	Jim's Tire (Replace 2" under Hwy 99)	19,903
12" on Bryant from "R" - "M"	91,955	Hwy 99 from S. River Rd. to River Walk Subdivision	61,667
12" on Main St. from "R" - "M"	100,058	10th St. & Johnson Ave.	5,395
12" on 10th St. Washington - Main	11,677	N. "O" St. from Ash - Birch	10,425
12" on 6th St. from Taylor - Grant	82,467	Ash Ave. from "O" - "Q"	35,802
8" on 10th St. from Villard - Hwy. 99	83,270	Daugherty Ave. Loop	13,758
8" on Main St. from 12th St. to Gateway Blvd.	90,933	N. River Rd./Main St. across bridge to S. 5th St./Washington	188,869
8" on 3rd St. from Harrison - Jefferson	86,335	Loop 6-inch at City Hall	26,050
8" on 12th St. from Jefferson - Adams	9,433	Replace 14-inch transmission main to Schwartz Park	690,200
8" Valves	17,059	S. 3rd from Quincy - Harrison	81,200
New 3.1 MG Reservoir (West Side)	2,827,974	Replace 10" AC line on S. 4th St.	294,756
New Taylor St. Pump Station	261,000	S. River Rd. from Nellis - Harrison	222,488
New 1.25 MG Reservoir (McFarland Butte)	1,140,312	Backup generator at Holly Pump Station	34,628
New 1.05 MG Reservoir (Knox Hill)	957,862	Backup generator at Landess Pump Station	36,435
PROJECT IDENTIFIED ON MASTER PLAN			

TOTAL OF ESTIMATED COSTS NOT FUNDED = \$9,232,773

**City of Cottage Grove
Fiscal Year 2009-10 Budget**

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

2009-10

2006-07 ACTUAL	2007-08 ACTUAL	2008-09 BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
PERSONAL SERVICES						
17,465	18,216	18,835	60240 UTILITIES CLERK - 0.50 FTE	18,840	18,840	18,840
23,364	18,114	19,670	60400 PUBLIC WORKS DIRECTOR - 0.25 FTE	20,655	20,655	20,655
11,606	12,326	12,610	60410 ADMINISTRATIVE AIDE - 0.30 FTE	12,610	12,610	12,610
12,248	12,489	14,375	60420 CLERICAL ASSISTANT - 0.50 FTE	18,525	18,525	18,525
10,553	10,293	10,935	60430 CITY ENGINEER - 0.15 FTE	10,935	10,935	10,935
30,283	31,476	32,550	60440 UTILITIES MAINT. SUPERVISOR - 0.50 FTE	32,545	32,545	32,545
21,735	22,323	23,085	60450 FLEET & FACILITIES MANAGER - 0.35 FTE	23,085	23,085	23,085
146,293	156,032	173,155	60480 UTILITY MAINTENANCE WORKER - 4.15	181,975	181,975	181,975
1,906	0	0	61000 TEMPORARY WORKER	0	0	0
4,181	3,624	5,500	61100 OVERTIME	5,500	5,500	5,500
8,023	8,348	10,850	62010 WORKERS' COMPENSATION	10,690	10,690	10,690
469	1,147	615	62020 UNEMPLOYMENT	655	655	655
21,119	21,435	23,350	62030 FICA	24,840	24,840	24,840
438	437	490	63010 LIFE INSURANCE	385	385	385
51,519	46,700	54,130	63020 RETIREMENT	45,725	45,725	45,725
2,186	2,309	2,770	63030 DISABILITY INSURANCE	1,680	1,680	1,680
60,719	74,408	96,815	63040 HEALTH INSURANCE	102,035	102,035	102,035
424,107	439,677	499,735	TOTAL PERSONAL SERVICES	510,680	510,680	510,680
MATERIALS AND SERVICES						
20,360	31,736	30,000	71000 CONTRACTUAL SERVICES	31,500	31,500	31,500
1,176	1,143	1,000	71210 CLOTHING ALLOWANCE	1,200	1,200	1,200
7,639	13,793	14,900	71500 ELECTRICITY	15,000	15,000	15,000
9,428	9,590	9,000	71520 TELEPHONE	9,000	9,000	9,000
2,299	2,993	3,000	71530 NATURAL GAS	3,000	3,000	3,000
12,386	13,284	13,000	71540 FUEL & LUBRICANTS	14,000	14,000	14,000
578	693	650	71560 COMMUNICATIONS SERVICE	1,500	1,500	1,500
377	0	0	71600 POSTAGE	0	0	0
4,103	0	0	71610 UTILITY BILLING POSTAGE	0	0	0
2,469	3,822	4,500	71700 BUILDING MAINT. & REPAIR	4,500	4,500	4,500
16,061	18,518	18,500	71710 EQUIPMENT MAINT. & REPAIR	18,500	18,500	18,500
3,098	6,306	6,500	71720 VEHICLE MAINT. & REPAIR	6,500	6,500	6,500
525	528	600	71730 RADIO MAINT. & REPAIR	600	600	600
0	1,429	1,500	71750 METER MAINT. & REPAIR	0	0	0
2,130	2,424	600	72000 COMPUTER SERVICE & SUPPLIES	600	600	600
866	859	800	72010 OFFICE SUPPLIES	1,000	1,000	1,000
5,015	5,038	5,000	72100 MINOR EQUIPMENT & TOOLS	5,000	5,000	5,000
1,233	4,968	5,000	72120 EQUIP. RENTAL & LEASE	5,000	5,000	5,000
645	1,139	1,000	72400 LAB TESTS & SUPPLIES	1,000	1,000	1,000
0	0	500	72410 CHLORINE & CHEMICALS	500	500	500
658	1,528	1,500	72510 SAFETY EQUIPMENT	1,800	1,800	1,800
488	992	1,000	72600 CLEANING SUPPLIES	1,000	1,000	1,000
10,254	7,480	7,500	73000 SAND & GRAVEL	7,500	7,500	7,500
1,080	2,289	2,500	73010 ASPHALT & CONCRETE	3,000	3,000	3,000
3	5,281	5,000	73100 WATER PIPE	50,000	50,000	50,000
8,440	5,905	6,000	73110 HYDRANTS	6,000	6,000	6,000
7,600	9,063	9,000	73120 WATER METERS	25,000	25,000	25,000
5,623	9,656	6,000	73600 MISC. SUPPLIES & EXPENSE	6,000	6,000	6,000
124,534	160,457	154,550	TOTAL MATERIALS AND SERVICES	218,700	218,700	218,700
548,641	600,134	654,285	TOTAL EXPENDITURES	729,380	729,380	729,380

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 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 water treatment facility expansion and improvements.
- Provide consulting assistance to the newly formed Row River Valley Water District.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2008-09

- 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 facilities including a vehicle storage facility.
- Began producing potable water from the new membrane water treatment equipment.
- Received extensive training of operation of the new water treatment equipment.
- Trained Row River Valley Water District staff in the operations of Layng Creek WTP.
- All department personnel attended various training seminars to improve operational skills.
- Joined ORWARN emergency response network of utilities.
- Completed scheduled cleaning of Knox Hill water storage reservoirs.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2008-09

- Utilization of the Row River water treatment plant newly expanded facilities for production of all potable water needs for the City.

Position	FULL-TIME EQUIVALENT POSITIONS			
	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09	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 Supervisor	1.00	1.00	1.00	1.00
Utility Maintenance Workers	3.05	3.05	3.05	2.05
Temporary Worker	0.18	0.16	0.16	0.14
	<u>4.63</u>	<u>4.61</u>	<u>4.61</u>	<u>3.59</u>

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2006	Actual 2007	Actual 2008	Estimate 2009
Meet EPA's drinking water standards	Potable Water Produced (million gallons per year)	582.4	568.0	560.5	575.5
	Number of consumer confidence report sent	4,249	4,277	4,174	4,200
Sampling & Testing					
Daily: (WTPs)					
	chlorine residual @ EP	603	572	622	600
	pH @ EP	603	572	622	600
	temperature @ EP	603	572	622	600
	turbidity of filtered water every 4 hours	2,935	2,828	2,983	2,900
Weekly: (per DS)					
	Bacteriological 4 per week	208	208	208	208
	Chlorine residual	208	208	208	208
Bi-Weekly: (WTPs)					
	LT2 E-Coli Bacteriological of raw water	36	36	14	24
Quarterly: (WTPs)					
	Total Organic Carbon of raw water source	13	8	8	8
	Alkalinity of raw water source	13	8	8	8
	Total Organic Carbon of filtered water	13	8	8	8

<i>Strategy</i>	<i>Measure</i>	Actual 2006	Actual 2007	Actual 2008	Estimate 2009
Meet EPA's drinking water standards	Sampling & Testing (cont.)				
	Annually: (WTPs)				
	Trihalomethanes	8	8	8	8
	Holacetic Acids	10	10	10	10
	Arsenic	2	2	2	2
	Nitrate	2	2	2	2
	Volatile Organics - regulated	42	42	42	42
	Volatile Organics - non-regulated	*	42	42	42
	Every 3 years: (WTPs)				
	Synthetic Organic Chemicals	NR	NR	192	*NR
	Every 3 years: (DS)				
	Lead	40	**NR	**NR	40
	Cooper	40	**NR	**NR	40
	pH	14	**NR	**NR	14
	Every 6 years: (RWSs)				
	Radioligical - Uranium	**NR	**NR	**NR	3
	Every 9 years: (RWSs)				
	Radiological - Radium 226/228	***NR	***NR	***NR	***NR
	Radiological - Gross Alpha	***NR	***NR	***NR	***NR
	Every 9 years: (WTPs)				
	Inorganic Chemicals	*NR	*NR	*NR	*NR
	Nitrate	*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 is the next testing year

***NR - Not required 2012 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.
- 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 and \$15M category.



A portion of the Micro-Filtration Membrane at the Row River Water Treatment Plant



Row River Water Treatment Plant- Water Analysis Lab

**City of Cottage Grove
Fiscal Year 2009-10 Budget**

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

2009-10

2006-07 ACTUAL	2007-08 ACTUAL	2008-09 BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
PERSONAL SERVICES						
15,400	10,868	11,800	60400 PUBLIC WORKS DIRECTOR - 0.15 FTE	12,395	12,395	12,395
1,930	2,056	2,130	60410 ADMINISTRATIVE AIDE - 0.05 FTE	2,130	2,130	2,130
3,091	3,332	3,620	60420 CLERICAL ASSISTANT - 0.10 FTE	3,770	3,770	3,770
3,518	3,524	3,645	60430 CITY ENGINEER - 0.05 FTE	3,645	3,645	3,645
3,105	3,189	3,300	60450 FLEET & FACILITIES MANAGER - 0.05 FTE	3,300	3,300	3,300
59,928	61,560	64,215	60460 WATER PRODUCTION SUPERVISOR - 1.0 FTE	64,215	64,215	64,215
107,835	118,522	126,215	60480 UTILITY MAINTENANCE WORKER - 2.05 FTE	92,905	92,905	92,905
1,692	1,568	3,095	61000 TEMPORARY WORKER - 0.14 FTE	2,515	2,515	2,515
5,548	4,975	7,500	61100 OVERTIME	6,500	6,500	6,500
6,777	7,217	7,840	62010 WORKERS' COMPENSATION	6,335	6,335	6,335
340	842	440	62020 UNEMPLOYMENT	385	385	385
15,280	15,694	16,680	62030 FICA	14,640	14,640	14,640
302	299	305	63010 LIFE INSURANCE	205	205	205
35,063	37,011	37,555	63020 RETIREMENT	26,190	26,190	26,190
1,487	1,568	1,730	63030 DISABILITY INSURANCE	865	865	865
42,022	55,006	68,175	63040 HEALTH INSURANCE	56,990	56,990	56,990
303,318	327,231	358,245	TOTAL PERSONAL SERVICES	296,985	296,985	296,985
MATERIALS AND SERVICES						
7,892	11,569	12,500	71000 CONTRACTUAL SERVICES	12,000	12,000	12,000
33,491	42,110	100,000	71500 ELECTRICITY	90,000	90,000	90,000
10,218	11,741	11,500	71520 TELEPHONE	10,500	10,500	10,500
9,050	11,168	11,000	71540 FUEL & LUBRICANTS	8,500	8,500	8,500
384	388	500	71560 COMMUNICATIONS SERVICE	500	500	500
3,748	(3,674)	0	71600 POSTAGE	0	0	0
2,447	3,999	4,000	71700 BUILDING MAINT. & REPAIR	4,000	4,000	4,000
11,359	17,948	20,000	71710 EQUIPMENT MAINT. & REPAIR	20,000	20,000	20,000
2,757	1,474	3,500	71720 VEHICLE MAINT. & REPAIR	3,500	3,500	3,500
294	0	300	71730 RADIO MAINT. & REPAIR	1,000	1,000	1,000
0	101	1,000	71750 METER MAINT. & REPAIR	1,000	1,000	1,000
404	529	1,500	72000 COMPUTER SERVICE & SUPPLIES	1,000	1,000	1,000
177	167	500	72010 OFFICE SUPPLIES	500	500	500
1,397	471	2,500	72100 MINOR EQUIPMENT & TOOLS	2,500	2,500	2,500
418	0	2,000	72120 EQUIPMENT RENTAL & LEASE	2,000	2,000	2,000
269	218	1,000	72300 BUILDING SUPPLIES	1,000	1,000	1,000
13,304	10,371	15,000	72400 LAB TESTS & SUPPLIES	18,000	18,000	18,000
29,288	33,428	33,000	72410 TREATMENT CHEMICALS	35,000	35,000	35,000
305	60	600	72510 SAFETY EQUIPMENT	500	500	500
1,604	1,420	1,800	73600 MISC. SUPPLIES & EXPENSE	2,000	2,000	2,000
128,806	143,488	222,200	TOTAL MATERIALS AND SERVICES	213,500	213,500	213,500
432,124	470,719	580,445	TOTAL EXPENDITURES	510,485	510,485	510,485

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 \$15,000 to Water Reserve Fund.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2008-09

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

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2008-09

- No significant budget changes proposed.

**City of Cottage Grove
Fiscal Year 2009-10 Budget**

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

2006-07 ACTUAL	2007-08 ACTUAL	2008-09 BUDGET	DESCRIPTION	2009-10		
				PROPOSED	APPROVED	ADOPTED
			MATERIALS & SERVICES			
1,201	358	750	70030 ADVERTISING	750	750	750
4,555	2,936	5,000	70040 CONSUMER CONFIDENCE REPORT	4,000	4,000	4,000
3,134	5,284	3,250	70100 AUDIT EXPENSE	4,260	4,260	4,260
24,105	19,852	16,260	70400 INSURANCE & BONDS	19,625	19,625	19,625
0	516	1,500	71600 POSTAGE	1,000	1,000	1,000
0	10,394	10,000	71610 UTILITY BILLING POSTAGE	6,600	6,600	6,600
1,799	1,454	1,800	72000 COMPUTER PROGRAMS & SUPPLIES	2,100	2,100	2,100
2,897	2,179	2,200	72010 OFFICE SUPPLIES	2,200	2,200	2,200
97	32	1,000	72030 BOOKS, MAPS & PERIODICALS	500	500	500
1,051	142	200	73600 MISCELLANEOUS SUPPLIES	200	200	200
391	261	600	74000 PROGRAM FEES & DUES	3,500	3,500	3,500
3,455	4,551	6,000	74100 PROFESSIONAL ASSOCIATION DUES	6,000	6,000	6,000
4,247	5,042	6,000	74200 EDUCATION & REGISTRATION FEES	6,000	6,000	6,000
2,422	1,981	2,200	74210 TRAVEL & SUBSISTENCE	2,200	2,200	2,200
953	1,057	1,800	74300 EMPLOYEE MEDICAL EXAMS & TESTS	1,800	1,800	1,800
0	0	250	76133 WATERSHED COUNCIL	250	250	250
68,441	68,507	68,605	79900 ADMINISTRATION CHARGES	68,665	68,665	68,665
20,000	20,000	20,000	79910 ENGINEERING SERVICE FEES	20,000	20,000	20,000
138,748	144,546	147,415	TOTAL MATERIALS & SERVICES	149,650	149,650	149,650
			TRANSFERS			
10,789	11,231	11,600	90217 TRANSFER TO DEBT SERVICE	12,115	12,115	12,115
35,024	0	0	90232 TRANSFER TO WATER RESERVE FUND	15,000	15,000	15,000
45,813	11,231	11,600	TOTAL TRANSFERS	27,115	27,115	27,115
0	0	49,940	99000 CONTINGENCY	107,855	107,855	107,855
0	0	0	99010 UNAPPROPRIATED ENDING BALANCE	0	0	0
188,331	209,908	0	99020 ENDING BALANCE	0	0	0
188,331	209,908	49,940	TOTAL ENDING BALANCE	107,855	107,855	107,855
372,892	365,685	208,955	TOTAL EXPENDITURES	284,620	284,620	284,620
1,353,657	1,436,538	1,443,685	TOTAL WATER FUND EXPENDITURES	1,524,485	1,524,485	1,524,485

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 a deer fence around the 'wet' portion of the wetland and replace plants damaged by deer.
- 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.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2008-09

- Started foreclosure proceedings on one property and foreclosed on a second property.
- Transferred title for one property to the City without foreclosure proceedings.
- Marketing the property available, including listing on Oregon Prospector web site at the Oregon Economic & Community Development Department.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2008-09

- There are no significant changes this fiscal year.

**City of Cottage Grove
Fiscal Year 2008-09 Budget**

09-00 INDUSTRIAL PARK OPERATIONS

2006-07 ACTUAL	2007-08 ACTUAL	2008-09 BUDGET	DESCRIPTION	2009-10		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
(172,768)	1,231,448	890,000	41010 CARRYOVER	1,153,055	1,153,055	1,153,055
0	0	0	50300 LEASE REVENUE	0	0	0
13,613	56,132	35,100	53200 INTEREST INCOME	5,600	5,600	5,600
1,232,818	42,140	556,056	54300 SALE OF PROPERTY	0	0	0
0	51	0	54060 MISCELLANEOUS REVENUE	0	0	0
0	0	0	54420 INTERFUND LOAN PROCEEDS	0	0	0
1,073,663	1,329,771	1,481,156	TOTAL REVENUE	1,158,655	1,158,655	1,158,655
EXPENDITURES						
MATERIAL & SERVICES						
244	225	300	70100 AUDIT EXPENSE	300	300	300
2,643	0	0	70400 INSURANCE & BONDS	0	0	0
12,136	12,818	20,000	71000 CONTRACTUAL SERVICES	20,000	20,000	20,000
840	169	0	71500 ELECTRICITY	200	200	200
2,333	167	0	71520 TELEPHONE	0	0	0
29	381	0	71530 NATURAL GAS	0	0	0
364	0	0	71700 BUILDING MAINTENANCE & REPAIR	0	0	0
0	0	60,000	71715 BROADBAND SERVICES	60,000	60,000	60,000
0	0	10,000	73600 MISCELLANEOUS SUPPLIES	10,000	10,000	10,000
18,589	13,760	90,300	TOTAL MATERIALS & SERVICES	90,500	90,500	90,500
CAPITAL OUTLAY						
0	0	300,000	84000 BUILDING AND IMPROVEMENTS	0	0	0
0	0	300,000	TOTAL CAPITAL OUTLAY	0	0	0
DEBT SERVICE						
26,050	41,585	729,733	90110 LOAN PRINCIPAL	720,795	720,795	720,795
49,576	62,185	59,946	90111 LOAN INTEREST	57,615	57,615	57,615
75,626	103,770	789,679	TOTAL DEBT SERVICE	778,410	778,410	778,410
TRANSFERS						
0	0	0	90236 TRANSFER TO WATER RESERVE FUND	289,745	289,745	289,745
0	0	0	TOTAL TRANSFERS	289,745	289,745	289,745
0	0	260,381	99000 CONTINGENCY	0	0	0
0	0	0	99010 UNAPPROPRIATED ENDING BAL.	0	0	0
0	0	40,796	99012 RESERVED FOR FUTURE EXPENDITURE	0	0	0
979,448	1,212,241	0	99020 ENDING BALANCE	0	0	0
1,073,663	1,329,771	1,481,156	TOTAL EXPENDITURES	1,158,655	1,158,655	1,158,655

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 30.45 miles of main 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

The storm drainage utility provides:

- Performs minor repairs to the system infrastructure.
- Cleans of storm drainage mainlines, catch basins and inlets.
- Provides utility locating service for underground utilities.
- Performs 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 2008-09

- 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 2008-09

- A 3% increase in storm drainage fees will be implemented during the billing cycle beginning mid-July. This increase is the result of a corresponding increase in storm system operations costs.

FULL-TIME EQUIVALENT POSITIONS

Position	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09	Proposed 2009-10
Utilities Clerk	0.10	0.05	0.05	0.05
Administrative Aide	0.10	0.10	0.10	0.10
Clerical Assistant	0.15	0.15	0.15	0.20
Utilities Maint. Supervisor	0.10	0.10	0.10	0.10
Fleet & Facilities Manager	0.05	0.05	0.05	0.05
Utility Maintenance Worker	0.95	0.90	0.90	0.90
Temporary Worker	0.18	0.14	0.14	0.10
	1.63	1.49	1.49	1.50

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2005-06	Actual 2006-07	Actual 2007-08	Estimate 2008-09
Provide an effective conveyance of storm water	No. of service requests evaluated	*	*	*	10
	No. of plugged storm mains	*	*	*	2
	Amount of drainage channels cleans	*	*	*	6

* - data not available



DID YOU KNOW?

Storm Drainage Facts:

- The Department maintains approximately 30.45 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 wastewater main lines prior to excavation work being performed.

STORM DRAINAGE PROJECTS PROJECTED CAPITAL IMPROVEMENT NEEDS

Project	Total Costs (2009 \$)	Project	Total Costs (2009 \$)
Along 10th St. & Washington Ave. Between Quincy Ave. & Main St.	1,532,600	Along Harvey Rd. between N. 16th and Hwy. 99	589,500
Along S. 8th St. between Harrison Ave. & Quincy Ave.	425,200	Along Chestnut between N. "L" St. and N. "J" St.	180,800
Along Fillmore Ave. between S. 8th St. and Hwy. 99	961,900	Along S. 3rd St. between Quincy Ave. and Madison Ave.	150,600
Along Harrison Ave. between Blue Sk Drive and S. "S" St.	347,900	Along Hwy. 99 from Whiteaker Ave. to Villard Ave.	431,400
Along Quincy Ave. between S. 8th St. and S. 10th St.	445,100	Along S. 12th St. between Dublin and Adams Ave.	1,520,800
Along N. 16th St. between Main St. & Harvey Rd.	913,400	West of Hwy. 99 from Thayer Ave. N. wards to N. 9th St.	787,000
Along S. 6th St. between Taylor Ave. and Quincy Ave.	602,400	Along Hwy. 99 from Villard Ave. to Thayer Ave.	272,100
Along S. property line of Bohemia School between S. "S" St. and about 135 feet east of S. "R" St.	193,300	Along S. 16th St. from I-5/S. 16th to Washington Ave.	361,500
Along Main St. between 15th St. and 16th St.	102,500	East of I-5 between Parks Rd. and Shields Cemetary	150,600
Along Madison Ave. from S. 3rd St. to Coast Fork of Willamette River	444,500	Along E. Madison Ave. from about 850 ft. east of I-5 to S. 16th/Madison Ave.	406,700
Along Chestnut between N. "J" St. and N. "G" St.	347,900	Along S. 16th between Washington Ave. and Main St.	116,000
Along Birch between N. "G" St. and Coast Fork of Willamette River	213,800	Along Adams Ave. between Gateway Blvd. and S. 16th St.	271,100
East of I-5 from Main/12th St. to Villard Ave.	787,000	Along Jason Lee Ave. from Whitmain Blv to the Coast Fork of Willamette River	312,500
		N. Regional Park Ditch Cleaning	475,800

PROJECT IDENTIFIED ON MASTER PLAN

TOTAL OF ESTIMATED COSTS NOT FUNDED = \$13,343,900

**City of Cottage Grove
Fiscal Year 2009-10 Budget**

10-00 STORM DRAIN UTILITY

2006-07 ACTUAL	2007-08 ACTUAL	2008-09 BUDGET	DESCRIPTION	2009-10		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
23,893	38,360	46,145	41010 CARRYOVER	67,525	67,525	67,525
125,251	130,375	143,770	45050 STORM DRAINAGE FEES	149,925	149,925	149,925
1,407	1,977	1,000	53200 INTEREST INCOME	600	600	600
341	514	300	54010 CREDIT BUREAU	300	300	300
1,096	679	800	54060 MISCELLANEOUS REVENUE	300	300	300
151,988	171,905	192,015	TOTAL REVENUE	218,650	218,650	218,650
EXPENDITURES						
PERSONAL SERVICES						
1,747	1,822	1,885	60240 UTILITIES CLERK - 0.05 FTE	1,885	1,885	1,885
3,861	4,112	4,255	60410 ADMINISTRATIVE AIDE - 0.10 FTE	4,255	4,255	4,255
4,519	4,906	5,330	60420 CLERICAL ASSISTANT - 0.20 FTE	7,220	7,220	7,220
6,057	6,295	6,510	60440 UTILITIES MAINT. SUPERVISOR - 0.10 FTE	6,510	6,510	6,510
3,105	3,189	3,300	60450 FLEET & FACILITIES MANAGER - 0.05 FTE	3,300	3,300	3,300
32,043	34,152	37,435	60480 UTILITY MAINTENANCE WORKER - 0.90 FTE	39,420	39,420	39,420
1,692	1,503	2,210	61000 TEMPORARY WORKER - 0.10 FTE	1,795	1,795	1,795
857	700	1,500	61100 OVERTIME PAY	1,200	1,200	1,200
1,772	1,826	2,445	62010 WORKERS' COMPENSATION	2,430	2,430	2,430
101	226	125	62020 UNEMPLOYMENT RESERVE	135	135	135
4,029	4,215	4,660	62030 FICA	5,020	5,020	5,020
89	90	100	63010 LIFE INSURANCE	80	80	80
9,793	9,117	10,635	63020 RETIREMENT	9,205	9,205	9,205
443	474	565	63030 DISABILITY INSURANCE	350	350	350
11,755	14,601	19,065	63040 HEALTH INSURANCE	21,170	21,170	21,170
81,863	87,228	100,020	TOTAL PERSONAL SERVICES	103,975	103,975	103,975
MATERIALS & SERVICES						
321	295	325	70100 AUDIT EXPENSE	435	435	435
1,356	1,638	1,045	70400 INSURANCE & BONDS	1,420	1,420	1,420
794	2,265	2,500	71000 CONTRACTUAL SERVICES	2,500	2,500	2,500
2,534	4,409	5,000	71500 ELECTRICITY	4,000	4,000	4,000
2,314	2,070	2,125	71520 TELEPHONE	2,200	2,200	2,200
1,300	957	1,200	71530 NATURAL GAS	1,200	1,200	1,200
1,506	1,819	2,000	71540 FUEL & LUBRICANTS	2,500	2,500	2,500
578	603	700	71560 COMMUNICATIONS SERVICE	700	700	700
110	112	150	71600 POSTAGE	150	150	150
912	1,463	3,100	71610 UTILITY BILLING POSTAGE	1,500	1,500	1,500
113	211	500	71700 BUILDING MAINT. & REPAIR	500	500	500
2,256	2,151	2,500	71710 EQUIPMENT MAINT. & REPAIR	2,500	2,500	2,500
498	320	800	71720 VEHICLE MAINT. & REPAIR	800	800	800
84	45	150	71730 RADIO MAINT. & REPAIR	150	150	150
1,097	897	1,000	72000 COMPUTER SERVICE & SUPPLIES	1,000	1,000	1,000
109	147	300	72010 OFFICE SUPPLIES	300	300	300
1,891	979	1,500	72100 MINOR EQUIPMENT & TOOLS	1,500	1,500	1,500
60	407	1,000	72120 EQUIPMENT RENTAL & LEASE	1,000	1,000	1,000
100	153	200	72600 CLEANING SUPPLIES	200	200	200
1,564	1,049	2,000	73000 SAND & GRAVEL	2,000	2,000	2,000
337	344	2,000	73010 ASPHALT & CONCRETE	2,000	2,000	2,000
207	388	2,000	73200 SEWER PIPE	2,000	2,000	2,000
0	0	500	73210 COLLECTION SYSTEM CLEANING	500	500	500
939	1,387	1,500	73600 MISCELLANEOUS SUPPLIES	1,500	1,500	1,500
0	0	150	74000 PROGRAM FEES AND DUES	1,000	1,000	1,000
0	0	150	74210 TRAVEL AND SUBSISTENCE	75	75	75
9,016	9,419	8,810	79900 ADMIN FEE	9,515	9,515	9,515
29,996	33,528	43,205	TOTAL MATERIALS & SERVICES	43,145	43,145	43,145

**City of Cottage Grove
Fiscal Year 2009-10 Budget**

10-00 STORM DRAIN UTILITY

2006-07 ACTUAL	2007-08 ACTUAL	2008-09 BUDGET	DESCRIPTION	2009-10		
				PROPOSED	APPROVED	ADOPTED
1,769	1,842	1,905	90217 TRANSFER TO DEBT SERVICE	1,990	1,990	1,990
0	0	46,885	99000 CONTINGENCY	69,540	69,540	69,540
38,360	49,307	0	99020 ENDING BALANCE	0	0	0
151,988	171,905	192,015	TOTAL EXPENDITURES	218,650	218,650	218,650



**City of Cottage Grove
Fiscal Year 2009-10 Budget**

**23-00 WASTEWATER FUND
REVENUE**

2006-07 ACTUAL	2007-08 ACTUAL	2008-09 BUDGET	DESCRIPTION	2009-10		
				PROPOSED	APPROVED	ADOPTED
118,513	128,101	134,840	41010 CARRYOVER	116,040	116,040	116,040
858,009	886,097	1,004,185	45040 WASTEWATER DISP USER CHARGES	1,016,085	1,016,085	1,016,085
175,478	312,476	330,000	45044 GOLF COURSE FEES	335,000	335,000	335,000
19,560	30,248	32,500	45045 PRO SHOP	20,000	20,000	20,000
27,887	63,007	65,000	45046 CLUB/CART RENTALS	60,000	60,000	60,000
23,331	50,489	50,000	45047 DELI SALES	50,000	50,000	50,000
0	0	0	45048 LPG/PGA FEES	6,500	6,500	6,500
0	0	11,945	45049 CG HOSPITAL MOWING FEES	11,945	11,945	11,945
0	0	0	45053 GIFT CARD SALES	6,000	6,000	6,000
8,320	0	0	45510 S. 6TH ST ZONE OF BENEFIT REIMB.	0	0	0
0	0	48,275	51130 STATE AND LOCAL GRANTS	13,365	13,365	13,365
5,872	6,934	4,000	53200 INTEREST REVENUE	1,700	1,700	1,700
1,533	2,315	2,000	54010 CREDIT BUREAU	1,800	1,800	1,800
2,381	803	500	54050 AUCTION PROCEEDS	500	500	500
0	12,239	500	54060 MISCELLANEOUS REVENUE	4,000	4,000	4,000
0	6,750	9,000	54250 RENTAL PROPERTY REVENUE	9,000	9,000	9,000
1,225,000	15,900	0	54400 LOAN PROCEEDS	0	0	0
2,465,884	1,515,359	1,692,745	TOTAL REVENUE	1,651,935	1,651,935	1,651,935



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 miles of sanitary sewer lines ranging in size from 4 inches 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 2008-09

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

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2008-09

- A 1% increase in wastewater fees will be implemented during the billing cycle beginning mid-July. This increase will cover the increasing operations costs of the Wastewater Fund.

Position	FULL-TIME EQUIVALENT POSITIONS			
	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09	Proposed 2009-10
Utilities Clerk	0.45	0.45	0.45	0.45
Public Works Director	0.25	0.25	0.25	0.25
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	0.25
Utility Maintenance Workers	2.05	2.05	2.05	2.05
	<u>3.80</u>	<u>3.80</u>	<u>3.80</u>	<u>3.80</u>

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2005-06	Actual 2006-07	Actual 2007-08	Estimate 2008-09
Provide a safe and effective conveyance of wastewater	No. of service requests evaluated	*	*	*	15
	No. of plugged sewer mains	*	*	*	3
	No. of lateral lines repaired	*	*	*	10
	No. of sewer spills reported	*	*	*	1

* - 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 miles of sanitary sewer main lines.
- The Department responded to approximately 1169 locate requests to locate the municipal wastewater main lines prior to excavation work being performed.
- 21 new sewer connections were made to the existing sewer system and 17 sewer laterals were replaced this year.
- There are a total of approximately 3,466 sewer customers served by the City's sanitary sewer collection system.

SANITARY SEWER PROJECTS PROJECTED CAPITAL IMPROVEMENT NEEDS

Project	Total Costs (2008 \$)	Project	Total Costs (2008 \$)
Intersection at Grover Ave. and 8th St. to Intersection at Chadwick Ave. and 10th St.	343,057	Alley (Main & Ash) from "M" St. to "Q" St.	123,691
Intersection at Chamberlain Ave. and 11th St. to Intersection at N. Goshen Hwy..	66,605	Alley (Main & Washington) from S. 10th to Coiner Park	111,251
10th St. from Jefferson Ave. to Main St. across SPRR to N. of intersection 8th St. & Gibbs	833,563	Alley (Washington & Adams) from 3rd St. to 5th St.	86,440
Along 6th St. between Taylor Ave.. and Harrison Ave..	266,275	Alley (East Main to Washington)	87,000
Rehabilitation/Replacement of Structurally Deficient Pipes in Basin A	69,061	Exit 174 irrigation for reuse effluent	40,800
Rehabilitation/Replacement of Structurally Deficient Pipes in Basin B	632,188	Lane St. & 10 St.	156,468
Rehabilitation/Replacement of Structurally Deficient Pipes in Basin C	726,534	Backup effluent pump with vault	110,000
Rehabilitation/Replacement of Structurally Deficient Pipes in Basin D	250,861	Trailhead Park Sewer Relocation	36,500
Rehabilitation/Replacement of Structurally Deficient Pipes in Basin E	244,041	Drainage Projects at Golf Course	6,000
Rehabilitation/Replacement of Structurally Deficient Pipes in Basin F	24,186	N. River Road (Main to Holly)	138,000
Inflow/Infiltration Corrective Work	290,000	N. River Road (Holly to Woodson)	40,600
Digester Modifications	250,000	704 Quincy	15,786
South 3rd St. from Madison Ave. to Harrison Ave.	132,000	635 South 1st	23,679

PROJECT IDENTIFIED ON MASTER PLAN

TOTAL OF ESTIMATED COSTS NOT FUNDED = \$5,104,586

**City of Cottage Grove
Fiscal Year 2009-10 Budget**

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

2006-07 ACTUAL	2007-08 ACTUAL	2008-09 BUDGET	DESCRIPTION	2009-10		
				PROPOSED	APPROVED	ADOPTED
PERSONAL SERVICES						
15,718	16,394	16,955	60240 UTILITIES CLERK - 0.45 FTE	16,960	16,960	16,960
23,634	18,114	19,670	60400 PUBLIC WORKS DIRECTOR - 0.25 FTE	20,655	20,655	20,655
7,734	8,219	8,430	60410 ADMINISTRATIVE AIDE - 0.20 FTE	8,430	8,430	8,430
7,611	8,239	8,950	60420 CLERICAL ASSISTANT - 0.25 FTE	9,105	9,105	9,105
10,553	10,573	10,935	60430 CITY ENGINEER - 0.15 FTE	10,935	10,935	10,935
12,113	12,590	13,020	60440 UTILITIES MAINT. SUPERVISOR - 0.20 FTE	13,020	13,020	13,020
15,525	15,945	16,490	60450 FLEET & FACILITIES MANAGER - 0.25 FTE	16,490	16,490	16,490
66,431	75,462	85,325	60480 UTILITY MAINTENANCE WORKER - 2.05 FTE	90,575	90,575	90,575
1,430	0	0	61000 TEMPORARY WORKER	0	0	0
1,910	1,743	3,000	61100 OVERTIME	3,000	3,000	3,000
3,993	4,333	5,570	62010 WORKERS' COMPENSATION	5,530	5,530	5,530
125	667	365	62020 UNEMPLOYMENT	385	385	385
12,214	12,475	13,755	62030 FICA	14,470	14,470	14,470
243	250	290	63010 LIFE INSURANCE	220	220	220
28,053	26,153	30,915	63020 RETIREMENT	25,720	25,720	25,720
1,208	1,316	1,650	63030 DISABILITY INSURANCE	955	955	955
33,977	42,698	57,805	63040 HEALTH INSURANCE	58,150	58,150	58,150
242,472	255,171	293,125	TOTAL PERSONAL SERVICES	294,600	294,600	294,600
MATERIALS AND SERVICES						
7,555	5,114	5,000	71000 CONTRACTUAL SERVICES	5,000	5,000	5,000
1,153	850	1,000	71210 CLOTHING ALLOWANCE	1,000	1,000	1,000
3,742	3,748	3,500	71500 ELECTRICITY	3,000	3,000	3,000
8,364	8,907	9,500	71520 TELEPHONE	8,000	8,000	8,000
2,146	2,355	2,600	71530 NATURAL GAS	2,000	2,000	2,000
11,091	11,476	10,000	71540 FUEL & LUBRICANTS	9,000	9,000	9,000
578	602	600	71560 COMMUNICATIONS SERVICE	600	600	600
153	0	0	71600 POSTAGE	0	0	0
3,841	0	0	71610 UTILITY BILLING POSTAGE	0	0	0
1,312	971	2,000	71700 BUILDING MAINT. & REPAIR	1,000	1,000	1,000
8,533	8,633	10,000	71710 EQUIPMENT MAINT. & REPAIR	8,000	8,000	8,000
5,845	2,938	5,000	71720 VEHICLE MAINT. & REPAIR	4,000	4,000	4,000
125	71	250	71730 RADIO MAINT. & REPAIR	200	200	200
1,753	1,706	0	72000 COMPUTER SERVICE & SUPPLIES	0	0	0
97	0	0	72010 OFFICE SUPPLIES	0	0	0
3,590	3,345	5,000	72100 MINOR EQUIPMENT & TOOLS	3,000	3,000	3,000
288	337	1,000	72120 EQUIPMENT RENTAL & LEASE	1,000	1,000	1,000
428	565	800	72510 SAFETY EQUIPMENT	1,000	1,000	1,000
427	569	800	72600 CLEANING SUPPLIES	800	800	800
5,178	2,485	3,500	73000 SAND & GRAVEL	3,000	3,000	3,000
886	511	2,500	73010 ASPHALT & CONCRETE	1,500	1,500	1,500
50	962	3,000	73200 SEWER PIPE	2,000	2,000	2,000
4,468	3,124	4,000	73600 MISC. SUPPLIES & EXPENSE	3,500	3,500	3,500
71,603	59,269	70,050	TOTAL MATERIALS AND SERVICES	57,600	57,600	57,600
314,075	314,440	363,175	TOTAL EXPENDITURES	352,200	352,200	352,200



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. 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 needs to 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.
- Begin the wastewater reclamation and reuse program by providing treated water for irrigation to Middlefield Golf Course.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2008-09

- 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.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2008-09

- Reduced the number of operators from 4 in this budget year to 3 in the proposed budget.
- Staff is expecting a price increase in electricity rates.

Position	FULL-TIME EQUIVALENT POSITIONS			
	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09	Proposed 2009-10
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	2.05	3.05	2.05
	<u>3.35</u>	<u>3.35</u>	<u>4.35</u>	<u>3.35</u>

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2006	Actual 2007	Actual 2008	Estimate 2009	Projection 2010
Meet EPA's & DEQ's treatment and discharge standards	No. of gallons treated per year (million gallons)	*	801.0	765.8	775.5	785.3
	No. dry tons of bio-solids land applied	134	98.4	128	133	138
	No. of permit violations					

* - data not available



DID YOU KNOW?

Wastewater Treatment Facts:

- The 2006 upgrade of the Wastewater Treatment Plant has an activated sludge process. The improvements were designed to reduce pollutant discharge and thermal loading to the Coast Fork Willamette River; their impact on the ecology of the stream will prevent a reduction in dissolved oxygen. The plant upgrade will also result in summer discharges being available for reuse as irrigation water on the Middlefield Golf Course.
- Additional treatment parameters including reductions in phosphorous, ammonia, temperature and chlorine levels have been added to the City's discharge permit.

-
- The upgraded facilities at the WWTP now have redundancy in digestion, secondary clarification, disinfection and residual processing.
 - The plant upgrade has raised the present plant's wet weather hydraulic capacity from 3.7 MGD to 13 MGD.
 - Typical WWTP dry weather flow = 1.0 million gallons/day
 - WWTP design flow – 2.0 million gallons/day
 - WWTP peak wet weather flow - 8 million gallons/day
 - The new treatment plant has been designed for the City's anticipated needs through the year 2025.

**City of Cottage Grove
Fiscal Year 2009-10 Budget**

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

2006-07 ACTUAL	2007-08 ACTUAL	2008-09 BUDGET	DESCRIPTION	2009-10		
				PROPOSED	APPROVED	ADOPTED
PERSONAL SERVICES						
11,282	7,246	7,870	60400 PUBLIC WORKS DIRECTOR - 0.10 FTE	8,265	8,265	8,265
1,931	2,056	2,130	60410 ADMINISTRATIVE AIDE - 0.05 FTE	2,130	2,130	2,130
1,546	1,666	1,810	60420 CLERICAL ASSISTANT - 0.05 FTE	1,885	1,885	1,885
3,518	3,524	3,645	60430 CITY ENGINEER - 0.05 FTE	3,645	3,645	3,645
3,105	3,189	3,300	60450 FAC. & EQUIP. MAINT. SUPERVISOR - 0.05 FTE	3,300	3,300	3,300
60,468	62,100	64,215	60470 WW TREATMENT PLANT SUPERVISOR - 1.0 FTE	62,430	62,430	62,430
96,345	106,352	146,970	60480 UTILITY MAINTENANCE WORKER - 2.05 FTE	90,365	90,365	90,365
2,321	2,014	4,000	61100 OVERTIME	4,000	4,000	4,000
4,668	4,957	7,285	62010 WORKERS' COMPENSATION	5,450	5,450	5,450
273	752	460	62020 UNEMPLOYMENT	355	355	355
13,674	14,188	17,590	62030 FICA	13,465	13,465	13,465
221	230	300	63010 LIFE INSURANCE	200	200	200
36,416	32,746	40,825	63020 RETIREMENT	24,375	24,375	24,375
1,141	1,263	1,690	63030 DISABILITY INSURANCE	840	840	840
26,181	30,057	46,495	63040 HEALTH INSURANCE	55,435	55,435	55,435
263,090	272,340	348,585	TOTAL PERSONAL SERVICES	276,140	276,140	276,140
MATERIALS AND SERVICES						
2,914	3,114	1,500	71000 CONTRACTUAL SERVICES	2,000	2,000	2,000
0	619	750	71210 CLOTHING ALLOWANCE	1,000	1,000	1,000
59,744	84,808	90,000	71500 ELECTRICITY	95,000	95,000	95,000
4,183	6,600	6,250	71520 TELEPHONE	6,250	6,250	6,250
1,717	2,293	2,500	71530 NATURAL GAS	2,000	2,000	2,000
923	1,825	2,000	71540 FUEL & LUBRICANTS	2,000	2,000	2,000
192	194	200	71560 COMMUNICATIONS SERVICE	200	200	200
0	0	0	71600 POSTAGE	0	0	0
695	1,276	500	71700 BUILDING MAINT. & REPAIR	1,000	1,000	1,000
9,852	7,409	10,000	71710 EQUIPMENT MAINT. & REPAIR	15,000	15,000	15,000
0	35	500	71720 VEHICLE MAINT. & REPAIR	500	500	500
0	194	0	72010 OFFICE SUPPLIES	0	0	0
441	73	1,000	72100 MINOR EQUIPMENT & TOOLS	1,000	1,000	1,000
808	328	2,000	72120 EQUIPMENT RENTAL & LEASE	1,000	1,000	1,000
14,793	9,634	13,000	72400 LAB TESTS & SUPPLIES	15,000	15,000	15,000
44,815	51,678	55,000	72410 TREATMENT CHEMICALS	60,000	60,000	60,000
3,133	320	700	72600 CLEANING SUPPLIES	800	800	800
2,462	2,285	2,500	73600 MISC. SUPPLIES & EXPENSE	2,500	2,500	2,500
146,672	172,685	188,400	TOTAL MATERIALS AND SERVICES	205,250	205,250	205,250
409,762	445,025	536,985	TOTAL EXPENDITURES	481,390	481,390	481,390

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.

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.
- Begin 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.

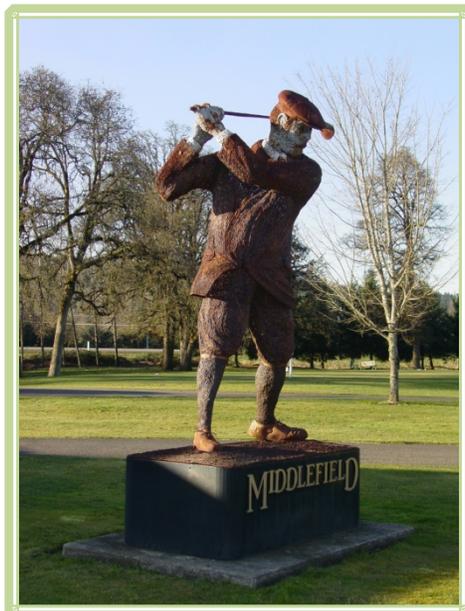
MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2008-09

- Maintained and improved operations of Middlefield Golf Course.
- Implemented FORE Reservations system
- Continued youth program
- Introduced new selections to deli menu
- Increased number of Tournaments, including Golf/Wine Testing event and “Relay For Life” benefit tournament
- Hosted Golf/Wine Tasting event
- Hosted City of Cottage Grove “Relay for Life” benefit golf tournament
- 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

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2008-09

- Introducing an animal control program.
- Increasing landscaping supplies for improvement and beautification of the Golf Course.

Position	FULL-TIME EQUIVALENT POSITIONS			
	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09	Proposed 2009-10
Cultural & Recreation Director	-	0.67	0.15	0.15
Golf Shop Manager	-	1.00	1.00	1.00
Golf Shop Assistant	-	1.00	1.35	1.42
Golf Course Superintendent	-	1.00	1.00	1.00
Golf Course Assist. Super/Mechanic	-	-	0.68	0.67
Groundskeeper/Temporary Worker	1.90	4.00	2.65	0.25
Groundskeeper/Reg. Part Time Worker	-	-	-	2.65
	1.90	7.67	6.83	7.14



PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2005-06	Actual 2006-07	Actual 2007-08	Estimate 2008-09
Use reuse water for irrigation purposes	Number of gallons applied				
Provide facility for community golf programs and tournaments annually	No.of tournaments			23	25
	No. of annual memberships				71
	Value of weekday rounds				\$ 141,000
	Value of twilight rounds				\$ 68,000
	Attendance at Golf Camp			40	80
	No. of High School Golf Events			7	8
Increase sales in indirect services to support operations & maintenance	Clubs/Cart rental revenue			\$ 63,007	\$ 60,526
	Deli Shop revenue			\$ 50,489	\$ 49,923
	Pro Shop revenue			\$ 23,748	\$ 23,000

**City of Cottage Grove
Fiscal Year 2009-10 Budget**

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

2006-07 ACTUAL	2007-08 ACTUAL	2008-09 BUDGET	DESCRIPTION	2009-10		
				PROPOSED	APPROVED	ADOPTED
PERSONAL SERVICES						
0	7,945	8,725	60475 COMMUNITY SERVICES DIRECTOR - 0.15 FTE	9,165	9,165	9,165
0	31,460	34,160	60476 GOLF SHOP MANAGER - 1.0 FTE	35,865	35,865	35,865
0	17,421	26,640	60477 GOLF SHOP ASSISTANT - 1.42 FTE	28,820	28,820	28,820
0	42,338	45,970	60478 GOLF COURSE SUPERINTENDENT - 1.0 FTE	48,270	48,270	48,270
0	0	21,000	60479 G.C. ASSIST SUPER/MECHANIC - 0.67 FTE	21,700	21,700	21,700
64,719	42,949	52,440	61000 GROUNDSKEEPER/TEMP. WORK - 0.25 FTE	4,810	4,810	4,810
0	0	0	61010 GROUNDSKEEPER/REG. PT. WORK - 2.65 FTE	53,820	53,820	53,820
0	0	1,000	61100 OVERTIME	500	500	500
1,102	2,610	3,410	62010 WORKERS' COMPENSATION	3,025	3,025	3,025
259	566	345	62020 UNEMPLOYMENT	335	335	335
4,941	10,709	15,755	62030 FICA	15,530	15,530	15,530
22	139	150	63010 LIFE INSURANCE	130	130	130
328	14,674	27,255	63020 RETIREMENT	19,210	19,210	19,210
120	758	895	63030 DISABILITY INSURANCE	560	560	560
3,090	22,198	24,475	63040 HEALTH INSURANCE	33,760	33,760	33,760
74,581	193,767	262,220	TOTAL PERSONAL SERVICES	275,500	275,500	275,500
MATERIALS AND SERVICES						
2,348	4,865	4,250	70030 ADVERTISING	5,000	5,000	5,000
6,878	5,945	4,000	71000 CONTRACTUAL SERVICES	3,000	3,000	3,000
4,757	678	1,500	71020 LICENSES & PERMITS	1,000	1,000	1,000
275	625	1,000	71210 CLOTHING ALLOWANCE	1,000	1,000	1,000
0	0	200	71240 LAUNDRY EXPENSE	100	100	100
3,749	15,175	16,500	71500 ELECTRICITY	20,000	20,000	20,000
1,189	5,587	4,500	71520 TELEPHONE	6,000	6,000	6,000
5,500	13,570	11,000	71540 FUEL & LUBRICANTS	16,000	16,000	16,000
5,638	16,322	22,000	71580 FERTILIZER	20,000	20,000	20,000
27	53	200	71600 POSTAGE	100	100	100
16,018	11,732	6,500	71700 BUILDING MAINT. & REPAIR	5,000	5,000	5,000
39,664	33,885	28,000	71710 EQUIPMENT MAINT. & REPAIR	25,000	25,000	25,000
167	230	1,000	71720 VEHICLE MAINT. & REPAIR	1,000	1,000	1,000
0	581	2,200	72000 COMPUTER SERVICE & SUPPLIES	1,000	1,000	1,000
413	501	600	72010 OFFICE SUPPLIES	600	600	600
0	0	200	72030 BOOKS, MAPS & PERIODICALS	200	200	200
280	4,141	6,000	72100 MINOR EQUIPMENT & TOOLS	5,000	5,000	5,000
0	77	1,500	72120 EQUIPMENT RENTAL & LEASE	1,000	1,000	1,000
0	0	0	72200 LANDSCAPING SUPPLIES	3,000	3,000	3,000
95	4,845	8,000	72320 IRRIGATION PARTS & SUPPLIES	9,000	9,000	9,000
7,205	15,604	20,000	72330 SUPPLIES/PRO SHOP INVENTORY	18,000	18,000	18,000
17,249	27,946	25,000	72340 SUPPLIES/DELI FOOD	25,000	25,000	25,000
0	358	2,000	72430 CHEMICALS	6,000	6,000	6,000
819	2,052	1,650	72600 CLEANING SUPPLIES	1,100	1,100	1,100
4,428	2,368	5,000	73000 SOIL/SAND/GRAVEL	10,000	10,000	10,000
20,659	10,495	10,000	73600 MISC. SUPPLIES & EXPENSE	8,000	8,000	8,000
235	927	700	74100 PROFESSIONAL ASSOC. DUES	700	700	700
0	445	500	74200 EDUCATION & REGISTRATION FEES	750	750	750
0	210	300	74210 TRAVEL & SUBSISTENCE	750	750	750
0	5,260	6,500	74230 LPGA/PGA REGISTRATION FEES	6,500	6,500	6,500
0	0	0	76000 ANIMAL CONTROL	4,200	4,200	4,200
137,593	184,477	190,800	TOTAL MATERIALS AND SERVICES	204,000	204,000	204,000

**City of Cottage Grove
Fiscal Year 2009-10 Budget**

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

2006-07 ACTUAL	2007-08 ACTUAL	2008-09 BUDGET	DESCRIPTION	2009-10		
				PROPOSED	APPROVED	ADOPTED
			CAPITAL OUTLAY			
1,225,000	0	0	83015 GOLF COURSE ACQUISTION	0	0	0
14,150	15,900	0	84010 WORK EQUIPMENT	0	0	0
1,239,150	15,900	0	TOTAL CAPITAL OUTLAY	0	0	0
33,997	0	0	90217 TRANSFER TO DEBT SERVICE	0	0	0
1,485,321	394,144	453,020	TOTAL EXPENDITURES	479,500	479,500	479,500



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 water 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.
- Complete reuse water feasibility study.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2008-09

- Succeeded in supporting the activities of the Wastewater Collection, Wastewater Treatment Plant and Golf Course Departments.
- Began reuse water feasibility study.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2008-09

- No significant budget changes are proposed in this department.

**City of Cottage Grove
Fiscal Year 2009-10 Budget**

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

2006-07 ACTUAL	2007-08 ACTUAL	2008-09 BUDGET	DESCRIPTION	2009-10		
				PROPOSED	APPROVED	ADOPTED
			MATERIALS & SERVICES			
0	490	1,000	70030 ADVERTISING	750	750	750
4,038	4,477	6,765	70100 AUDIT EXPENSE	4,860	4,860	4,860
30,565	27,804	39,485	70400 INSURANCE & BONDS	33,185	33,185	33,185
0	153	500	71600 POSTAGE	200	200	200
0	6,398	5,500	71610 UTILITY BILLING POSTAGE	3,000	3,000	3,000
2,928	1,738	3,000	72000 COMPUTER PROGRAMS & SUPPLIES	2,000	2,000	2,000
1,627	1,823	1,500	72010 OFFICE SUPPLIES	1,000	1,000	1,000
0	0	500	72030 BOOKS, MAPS & PERIODICALS	500	500	500
4,923	5,668	6,000	73220 NDPEIS DISCHARGE PERMIT	7,000	7,000	7,000
1,102	686	1,000	74000 PROGRAM FEES & DUES	1,000	1,000	1,000
1,148	524	1,000	74100 PROFESSIONAL ASSOCIATION DUES	1,000	1,000	1,000
823	1,711	2,500	74200 EDUCATION & REGISTRATION FEES	1,500	1,500	1,500
905	652	1,500	74210 TRAVEL & SUBSISTENCE	1,000	1,000	1,000
389	393	700	74300 EMPLOYEE MEDICAL EXAMS & TESTS	700	700	700
750	920	1,000	76010 RODENT CONTROL	1,000	1,000	1,000
0	0	250	76133 WATERSHED COUNCIL	250	250	250
0	0	48,275	76155 ORWD GRANT	16,865	16,865	16,865
51,970	57,363	69,555	79900 ADMINISTRATION CHARGES	68,750	68,750	68,750
20,000	20,000	20,000	79910 ENGINEERING SERVICE FEES	20,000	20,000	20,000
121,168	130,800	210,030	TOTAL MATERIALS & SERVICES	164,560	164,560	164,560
7,457	91,123	110,365	90217 TRANSFER TO DEBT SERVICE	110,725	110,725	110,725
7,457	91,123	110,365	TOTAL TRANSFERS	110,725	110,725	110,725
0	0	19,170	99000 CONTINGENCY	63,560	63,560	63,560
128,101	139,827	0	99020 ENDING BALANCE	0	0	0
256,726	361,750	339,565	TOTAL EXPENDITURES	338,845	338,845	338,845
2,465,884	1,515,359	1,692,745	TOTAL WASTEWATER FUND EXPENDITURES	1,651,935	1,651,935	1,651,935