

CITY OF COTTAGE GROVE

ENTERPRISE FUNDS BUDGET SUMMARY

| FUND/DEPARTMENT | FY2004-05 ACTUAL | FY2005-06 ACTUAL | FY2006-07 ACTUAL | FY2007-08 BUDGET | FY2008-09 BUDGET |
|---------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Water Fund | | | | | |
| Water Distribution | 484,205 | 482,279 | 548,641 | 625,941 | 654,285 |
| Water Production | 306,695 | 367,226 | 432,124 | 505,836 | 580,445 |
| Non-Departmental | <u>699,961</u> | <u>432,218</u> | <u>446,606</u> | <u>269,730</u> | <u>208,955</u> |
| Total Water Fund | 1,490,861 | 1,281,723 | 1,427,371 | 1,401,507 | 1,443,685 |
| Industrial Park Operations Fund | 435,058 | 120,613 | 1,073,663 | 1,095,431 | 1,481,156 |
| Storm Drain Utility Fund | 140,959 | 144,993 | 151,988 | 169,950 | 192,015 |
| Wastewater Fund | | | | | |
| Wastewater Collection | 260,379 | 280,154 | 314,075 | 344,178 | 363,175 |
| Wastewater Treatment Plant | 305,000 | 344,989 | 409,762 | 434,687 | 536,985 |
| Middlefield Golf Course | 0 | 0 | 1,485,321 | 452,016 | 453,020 |
| Non-Departmental | <u>381,435</u> | <u>345,563</u> | <u>256,726</u> | <u>292,317</u> | <u>291,290</u> |
| Total Wastewater Fund | 946,814 | 970,706 | 2,465,884 | 1,523,198 | 1,644,470 |
| Total Enterprise Funds | 3,013,692 | 2,518,035 | 5,118,906 | 4,190,086 | 4,761,326 |

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

**02-00 WATER FUND
REVENUE**

| 2005-06 ACTUAL | 2006-07 ACTUAL | 2007-08 BUDGET | DESCRIPTION | 2008-09 | | |
|-------------------|-------------------|-------------------|---|------------------|------------------|------------------|
| | | | | PROPOSED | APPROVED | ADOPTED |
| 156,656 | 217,791 | 191,739 | 41010 CARRYOVER | 158,710 | 158,710 | 158,710 |
| | | | CHARGES FOR SERVICES | | | |
| 1,019,719 | 1,116,657 | 1,142,268 | 45010 SALE OF WATER | 1,232,475 | 1,232,475 | 1,232,475 |
| 0 | 0 | 0 | 45011 WATER SURCHARGE | 0 | 0 | 0 |
| 22,650 | 21,227 | 22,000 | 45020 SERVICE CONNECTION FEES | 19,000 | 19,000 | 19,000 |
| 57,054 | 21,728 | 30,000 | 45030 INSTALLATION FEES | 10,000 | 10,000 | 10,000 |
| 0 | 5,453 | 0 | 45500 MISC. CHARGES FOR SERVICES | 0 | 0 | 0 |
| 1,391 | 4,763 | 0 | 45510 S. 6TH ST. ZONE OF BENEFIT REIMB. | 0 | 0 | 0 |
| 1,100,814 | 1,169,828 | 1,194,268 | TOTAL CHARGES FOR SERVICES | 1,261,475 | 1,261,475 | 1,261,475 |
| 5,864 | 8,283 | 4,000 | 53200 INTEREST INCOME | 7,000 | 7,000 | 7,000 |
| | | | MISCELLANEOUS REVENUE | | | |
| 1,239 | 1,533 | 1,000 | 54010 CREDIT BUREAU | 1,000 | 1,000 | 1,000 |
| 871 | 232 | 500 | 54050 AUCTION PROCEEDS | 500 | 500 | 500 |
| 16,279 | 29,704 | 10,000 | 54060 MISCELLANEOUS REVENUE | 15,000 | 15,000 | 15,000 |
| 18,389 | 31,469 | 11,500 | TOTAL MISCELLANEOUS REVENUE | 16,500 | 16,500 | 16,500 |
| 1,281,723 | 1,427,371 | 1,401,507 | TOTAL REVENUE | 1,443,685 | 1,443,685 | 1,443,685 |

CITY OF COTTAGE GROVE

FUND: WATER **FUND/DEPARTMENT #:** 02-50

DEPARTMENT: WATER DISTRIBUTION

FUNCTIONS AND RESPONSIBILITIES

- 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.
- Provides maintenance and operation of approximately 66.74 miles (which includes 25.2 miles of water transmission line) of water mains ranging in size from 2-inches to 18-inches in diameter. The water distribution system network contains two reservoirs, three booster pump stations, 355 fire hydrants, approximately 3,763 metered water service connections and 45 fire service connections.
- Customer service is a Department priority and includes: 1) Water service turn-ons and offs; 2) leak and consumption checks; 3) main line flushing to maintain water quality; 4) utility billing service; 5) meter installation and repair/replacement; 6) utility locating service for underground facilities; 7) administration of a backflow prevention program with approximately 1,169 devices City wide; 8) investigation of water quality and pressure problems; 9) water conservation and loss control.

BUDGET YEAR OBJECTIVES

Major objectives of the department are:

1. Replace various sections of water distribution main lines to improve water quality and flow characteristics.
2. Replace several deficient fire hydrants throughout the water system.
3. Maintain water quality in the distribution system in compliance with Oregon Health Division standards.
4. Provide for water distribution system maintenance, operations and repairs including periodic flushing, meter maintenance and leak detection and repair.
5. Provide water turn-on and turn-off services for customers.
6. Provide waterline-locating services.

SIGNIFICANT BUDGET CHANGES

A 12% increase in water user fees will be initiated beginning mid-July to account for inflationary costs to operate the water utility.

PRIOR YEAR ACCOMPLISHMENTS

Operation and Maintenance projects completed during FY07-08:

1. Water Distribution system improvements:
 - a. Replaced various small water lines. Installed several new fire hydrants and repaired several damaged hydrants.
 - b. Replaced the water main along 1st Street between Quincy and Harrison.
 - c. Performed numerous water main line taps and installed services for new residential and commercial customers (3/4" to 2").
 - d. Repaired water leaks on the 14" transmission line between Layng Creek and the City.
 - e. Repaired leaks on the distribution system main lines.
 - f. The Public Works crew 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.

INDICATORS

Water service activities conducted during last budget year:

- Installed approximately 53 new water service connections.
- Over 226 existing water meters were replaced because they were stopped, fogged, damaged or unable to be read.
- Approximately 378 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 1193 requests to turn water on or off were received from customers.
- Approximately 526 utility locate requests were received to locate the City's underground water facilities.
- Numerous water leaks were identified, excavated, and repaired.
- Approximately 103 customer leaks were field checked.
- The City has 67 backflow devices at City owned buildings and parks. In accordance with the Oregon Administrative Rules, each of these devices is required to be tested annually to assure protection of the public water supply.
- There are approximately 1,169 private backflow devices throughout the municipal water system. The City's backflow specialist keeps a record of each one. Like the City owned devices, the owner of each backflow prevention device is required to get it tested once each year. The test results are then submitted to the City, to confirm that they have tested satisfactorily, and are then kept on file. When City records indicate more than a year has elapsed since a device has been tested, notices are sent to the owners advising them of the need to have the device tested within 30 days or the water will be turned off. Annual backflow device testing is an Oregon Administrative Rule requirement.

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

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

2008-09

| 2005-06 ACTUAL | 2006-07 ACTUAL | 2007-08 BUDGET | DESCRIPTION | PROPOSED | APPROVED | ADOPTED |
|-------------------------------|---------------------------|---------------------------|--|-----------------|-----------------|----------------|
| PERSONAL SERVICES | | | | | | |
| 16,301 | 17,465 | 18,540 | 60240 UTILITIES CLERK - 0.50 FTE | 18,835 | 18,835 | 18,835 |
| 18,823 | 23,364 | 18,344 | 60400 PUBLIC WORKS DIRECTOR - 0.25 FTE | 19,670 | 19,670 | 19,670 |
| 10,941 | 11,606 | 12,502 | 60410 ADMINISTRATIVE AIDE - 0.30 FTE | 12,610 | 12,610 | 12,610 |
| 8,660 | 12,248 | 13,470 | 60420 CLERICAL ASSISTANT - 0.40 FTE | 14,375 | 14,375 | 14,375 |
| 0 | 10,553 | 10,708 | 60430 CITY ENGINEER - 0.15 FTE | 10,935 | 10,935 | 10,935 |
| 28,269 | 30,283 | 31,874 | 60440 UTILITIES MAINT. SUPERVISOR - 0.50 FTE | 32,550 | 32,550 | 32,550 |
| 20,973 | 21,735 | 22,604 | 60450 FLEET & FACILITIES MANAGER - 0.35 FTE | 23,085 | 23,085 | 23,085 |
| 134,959 | 146,293 | 166,821 | 60480 UTILITY MAINTENANCE WORKER - 4.15 | 173,155 | 173,155 | 173,155 |
| 633 | 1,906 | 0 | 61000 TEMPORARY WORKER | 0 | 0 | 0 |
| 3,805 | 4,181 | 7,000 | 61100 OVERTIME | 5,500 | 5,500 | 5,500 |
| 7,084 | 8,023 | 9,682 | 62010 WORKERS' COMPENSATION | 10,850 | 10,850 | 10,850 |
| 982 | 469 | 1,186 | 62020 UNEMPLOYMENT | 615 | 615 | 615 |
| 18,075 | 21,119 | 22,557 | 62030 FICA | 23,350 | 23,350 | 23,350 |
| 390 | 438 | 451 | 63010 LIFE INSURANCE | 490 | 490 | 490 |
| 47,975 | 51,519 | 51,980 | 63020 RETIREMENT | 54,130 | 54,130 | 54,130 |
| 1,704 | 2,186 | 2,488 | 63030 DISABILITY INSURANCE | 2,770 | 2,770 | 2,770 |
| 52,255 | 60,719 | 69,234 | 63040 HEALTH INSURANCE | 96,815 | 96,815 | 96,815 |
| 371,829 | 424,107 | 459,441 | TOTAL PERSONAL SERVICES | 499,735 | 499,735 | 499,735 |
| MATERIALS AND SERVICES | | | | | | |
| 0 | 0 | 0 | 70030 ADVERTISING | 0 | 0 | 0 |
| 5,657 | 20,360 | 35,000 | 71000 CONTRACTUAL SERVICES | 30,000 | 30,000 | 30,000 |
| 618 | 1,176 | 1,000 | 71210 CLOTHING ALLOWANCE | 1,000 | 1,000 | 1,000 |
| 5,936 | 7,639 | 7,000 | 71500 ELECTRICITY | 14,900 | 14,900 | 14,900 |
| 5,709 | 9,428 | 8,000 | 71520 TELEPHONE | 9,000 | 9,000 | 9,000 |
| 3,207 | 2,299 | 2,000 | 71530 NATURAL GAS | 3,000 | 3,000 | 3,000 |
| 10,839 | 12,386 | 13,000 | 71540 FUEL & LUBRICANTS | 13,000 | 13,000 | 13,000 |
| 572 | 578 | 700 | 71560 COMMUNICATIONS SERVICE | 650 | 650 | 650 |
| 1,003 | 377 | 0 | 71600 POSTAGE | 0 | 0 | 0 |
| 7,141 | 4,103 | 0 | 71610 UTILITY BILLING POSTAGE | 0 | 0 | 0 |
| 4,512 | 2,469 | 6,000 | 71700 BUILDING MAINT. & REPAIR | 4,500 | 4,500 | 4,500 |
| 19,398 | 16,061 | 20,000 | 71710 EQUIPMENT MAINT. & REPAIR | 18,500 | 18,500 | 18,500 |
| 0 | 3,098 | 7,000 | 71720 VEHICLE MAINT. & REPAIR | 6,500 | 6,500 | 6,500 |
| 573 | 525 | 600 | 71730 RADIO MAINT. & REPAIR | 600 | 600 | 600 |
| 1,196 | 0 | 1,500 | 71750 METER MAINT. & REPAIR | 1,500 | 1,500 | 1,500 |
| 2,062 | 2,130 | 500 | 72000 COMPUTER SERVICE & SUPPLIES | 600 | 600 | 600 |
| 554 | 866 | 700 | 72010 OFFICE SUPPLIES | 800 | 800 | 800 |
| 5,664 | 5,015 | 5,000 | 72100 MINOR EQUIPMENT & TOOLS | 5,000 | 5,000 | 5,000 |
| 629 | 1,233 | 5,000 | 72120 EQUIP. RENTAL & LEASE | 5,000 | 5,000 | 5,000 |
| 2,028 | 645 | 1,500 | 72400 LAB TESTS & SUPPLIES | 1,000 | 1,000 | 1,000 |
| 0 | 0 | 500 | 72410 CHLORINE & CHEMICALS | 500 | 500 | 500 |
| 245 | 658 | 1,500 | 72510 SAFETY EQUIPMENT | 1,500 | 1,500 | 1,500 |
| 416 | 488 | 1,000 | 72600 CLEANING SUPPLIES | 1,000 | 1,000 | 1,000 |
| 4,332 | 10,254 | 12,000 | 73000 SAND & GRAVEL | 7,500 | 7,500 | 7,500 |
| 1,338 | 1,080 | 5,000 | 73010 ASPHALT & CONCRETE | 2,500 | 2,500 | 2,500 |
| 8,196 | 3 | 5,000 | 73100 WATER PIPE | 5,000 | 5,000 | 5,000 |
| 6,411 | 8,440 | 8,000 | 73110 HYDRANTS | 6,000 | 6,000 | 6,000 |

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

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

| 2005-06 ACTUAL | 2006-07 ACTUAL | 2007-08 BUDGET | DESCRIPTION | 2008-09 | | |
|-------------------|-------------------|-------------------|--------------------------------|----------------|----------------|----------------|
| | | | | PROPOSED | APPROVED | ADOPTED |
| 6,724 | 7,600 | 12,000 | 73120 WATER METERS | 9,000 | 9,000 | 9,000 |
| 5,478 | 5,623 | 7,000 | 73600 MISC. SUPPLIES & EXPENSE | 6,000 | 6,000 | 6,000 |
| 12 | 0 | 0 | 74210 TRAVEL & SUBSISTENCE | 0 | 0 | 0 |
| 110,450 | 124,534 | 166,500 | TOTAL MATERIALS AND SERVICES | 154,550 | 154,550 | 154,550 |
| 482,279 | 548,641 | 625,941 | TOTAL EXPENDITURES | 654,285 | 654,285 | 654,285 |

CITY OF COTTAGE GROVE

FUND: WATER **FUND/DEPARTMENT #:** 02-54
DEPARTMENT: WATER PRODUCTION

FUNCTIONS AND RESPONSIBILITIES

- The Water Production Department operates and maintains three raw water gravity surface intakes and four raw water pumping stations, two water production treatment plants, two finished water storage reservoirs, three pressure regulating stations, one finished water high service pumping station and three finished water booster pumping stations.
- Water Production is responsible for analyzing and monitoring the City's raw water sources and finished treated waters.
- 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.
- 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.

BUDGET YEAR OBJECTIVES

- Coordinate with the City's design/build consultant related to improvements to upgrade and expand the Row River water production facilities in order to produce drinking water that continuously meets the Long Term 2 Enhanced Surface Water Treatment Rule.
- Develop and submit new water quality monitoring and sampling plans for EPA regulations.
- Upgrade Knox Hill Res. Site, Taylor Avenue and Cottage Heights Booster Pump Stations.
- Complete the process to transfer water rights from 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.
- Clean the two finished water storage reservoirs on Knox Hill.
- Re-caulk all joints and seams on the Knox Hill 2.0 million gallon reservoir.
- Purchase Lap Top computer for data collection in the field.
- Attend advanced training for the new water treatment facility expansion and improvements.
- Provide operational assistance to the newly formed Row River Valley Water District.

SIGNIFICANT BUDGET CHANGES

- Discontinue using the Layng Creek water treatment plant and utilize the Row River water treatment plant expanded facilities for production of all potable water needs for the City.

PRIOR YEAR ACCOMPLISHMENTS

- Hosted tours of water treatment plant facilities to various community organizations.
- Continuation of training of newest water treatment plant operator.
- Upgraded Knox Hill reservoir perimeter security system hardware.
- Upgraded Knox Hill reservoir building interior lighting and heating and exterior lighting.
- Worked with Contractor in the expansion of the Row River water treatment plant facilities.
- Assisted personnel from the Row River Valley Water District in learning the water system.
- Installed temporary equipment storage facilities at the Row River water treatment plant.
- All department personnel attended various training seminars to improve operational skills.
- Various ground maintenance improvements at both treatment plant sites.

INDICATORS

- Three gravity surface water intake structures.
- Four raw water pumping stations.
- One raw water shallow horizontal well (emergency stand-by).
- Two water production treatment plants, Layng Creek and Row River.
- Total treatment capacity = 3.0 Million Gallons per day of finished water.
- Average daily water production = 0.9 Million Gallons winter, 2.2 Million Gallons summer.
- Peak daily water production = 3.0 Million Gallons.
- One high pressure pump station, housing two 75 horse power vertical turbine pumps.
- Two finished water storage reservoirs.
- Reservoir storage capacity = 4.3 Million Gallons.
- Two pressure regulating stations on the 14" Layng Creek water transmission line.
- Three pressure booster pump stations to serve customers at: Taylor Avenue / Parks Road / Cambria Place, Cottage Heights and Hidden Valley Estates II sub-divisions.

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

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

2008-09

| 2005-06 | 2006-07 | 2007-08 | | 2008-09 | | |
|-------------------------------|----------------|----------------|---|-----------------|-----------------|----------------|
| ACTUAL | ACTUAL | BUDGET | DESCRIPTION | PROPOSED | APPROVED | ADOPTED |
| PERSONAL SERVICES | | | | | | |
| 3,872 | 15,400 | 11,006 | 60400 PUBLIC WORKS DIRECTOR - 0.15 FTE | 11,800 | 11,800 | 11,800 |
| 1,803 | 1,930 | 2,082 | 60410 ADMINISTRATIVE AIDE - 0.05 FTE | 2,130 | 2,130 | 2,130 |
| 1,443 | 3,091 | 3,391 | 60420 CLERICAL ASSISTANT - 0.10 FTE | 3,620 | 3,620 | 3,620 |
| 0 | 3,518 | 3,569 | 60430 CITY ENGINEER - 0.05 FTE | 3,645 | 3,645 | 3,645 |
| 2,996 | 3,105 | 3,229 | 60450 FLEET & FACILITIES MANAGER - 0.05 FTE | 3,300 | 3,300 | 3,300 |
| 56,599 | 59,928 | 62,887 | 60460 WATER PRODUCTION SUPERVISOR - 1.0 FTE | 64,215 | 64,215 | 64,215 |
| 70,438 | 107,835 | 120,081 | 60480 UTILITY MAINTENANCE WORKER - 3.05 FTE | 126,215 | 126,215 | 126,215 |
| 2,995 | 1,692 | 2,940 | 61000 TEMPORARY WORKER - 0.16 FTE | 3,095 | 3,095 | 3,095 |
| 4,949 | 5,548 | 7,500 | 61100 OVERTIME | 7,500 | 7,500 | 7,500 |
| 5,125 | 6,777 | 6,992 | 62010 WORKERS' COMPENSATION | 7,840 | 7,840 | 7,840 |
| 582 | 340 | 837 | 62020 UNEMPLOYMENT | 440 | 440 | 440 |
| 10,766 | 15,280 | 16,003 | 62030 FICA | 16,680 | 16,680 | 16,680 |
| 222 | 302 | 304 | 63010 LIFE INSURANCE | 305 | 305 | 305 |
| 29,215 | 35,063 | 35,970 | 63020 RETIREMENT | 37,555 | 37,555 | 37,555 |
| 941 | 1,487 | 1,678 | 63030 DISABILITY INSURANCE | 1,730 | 1,730 | 1,730 |
| 28,573 | 42,022 | 47,867 | 63040 HEALTH INSURANCE | 68,175 | 68,175 | 68,175 |
| 220,519 | 303,318 | 326,336 | TOTAL PERSONAL SERVICES | 358,245 | 358,245 | 358,245 |
| MATERIALS AND SERVICES | | | | | | |
| 15,562 | 7,892 | 12,500 | 71000 CONTRACTUAL SERVICES | 12,500 | 12,500 | 12,500 |
| 43,198 | 33,491 | 50,000 | 71500 ELECTRICITY | 100,000 | 100,000 | 100,000 |
| 5,956 | 10,218 | 8,500 | 71520 TELEPHONE | 11,500 | 11,500 | 11,500 |
| 7,141 | 9,050 | 9,000 | 71540 FUEL & LUBRICANTS | 11,000 | 11,000 | 11,000 |
| 288 | 384 | 400 | 71560 COMMUNICATIONS SERVICE | 500 | 500 | 500 |
| 554 | 3,748 | 0 | 71600 POSTAGE | 0 | 0 | 0 |
| 454 | 2,447 | 3,600 | 71700 BUILDING MAINT. & REPAIR | 4,000 | 4,000 | 4,000 |
| 14,268 | 11,359 | 18,000 | 71710 EQUIPMENT MAINT. & REPAIR | 20,000 | 20,000 | 20,000 |
| 4,212 | 2,757 | 7,500 | 71720 VEHICLE MAINT. & REPAIR | 3,500 | 3,500 | 3,500 |
| 114 | 294 | 400 | 71730 RADIO MAINT. & REPAIR | 300 | 300 | 300 |
| 0 | 0 | 2,000 | 71750 METER MAINT. & REPAIR | 1,000 | 1,000 | 1,000 |
| 47 | 404 | 600 | 72000 COMPUTER SERVICE & SUPPLIES | 1,500 | 1,500 | 1,500 |
| 158 | 177 | 500 | 72010 OFFICE SUPPLIES | 500 | 500 | 500 |
| 45 | 0 | 0 | 72030 BOOKS, MAPS & PERIODICALS | 0 | 0 | 0 |
| 2,538 | 1,397 | 2,700 | 72100 MINOR EQUIPMENT & TOOLS | 2,500 | 2,500 | 2,500 |
| 930 | 418 | 3,000 | 72120 EQUIPMENT RENTAL & LEASE | 2,000 | 2,000 | 2,000 |
| 210 | 269 | 1,000 | 72300 BUILDING SUPPLIES | 1,000 | 1,000 | 1,000 |
| 16,668 | 13,304 | 22,000 | 72400 LAB TESTS & SUPPLIES | 15,000 | 15,000 | 15,000 |
| 32,464 | 29,288 | 35,000 | 72410 CHLORINE & CHEMICALS | 33,000 | 33,000 | 33,000 |
| 525 | 305 | 800 | 72510 SAFETY EQUIPMENT | 600 | 600 | 600 |
| 1,375 | 1,604 | 2,000 | 73600 MISC. SUPPLIES & EXPENSE | 1,800 | 1,800 | 1,800 |
| 146,707 | 128,806 | 179,500 | TOTAL MATERIALS AND SERVICES | 222,200 | 222,200 | 222,200 |
| 367,226 | 432,124 | 505,836 | TOTAL EXPENDITURES | 580,445 | 580,445 | 580,445 |

CITY OF COTTAGE GROVE

FUND: **WATER** **FUND/DEPARTMENT #:** **02-95**

DEPARTMENT: **WATER NON-DEPARTMENTAL**

FUNCTIONS AND RESPONSIBILITIES

- 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.

BUDGET YEAR OBJECTIVES

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

SIGNIFICANT BUDGET CHANGES

- No significant budget changes proposed.

PRIOR YEAR ACCOMPLISHMENTS

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

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

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

2008-09

| 2005-06 ACTUAL | 2006-07 ACTUAL | 2007-08 BUDGET | DESCRIPTION | PROPOSED | APPROVED | ADOPTED |
|---------------------------|---------------------------|---------------------------|--------------------------------------|------------------|------------------|------------------|
| | | | MATERIALS & SERVICES | | | |
| 4,009 | 1,201 | 1,000 | 70030 ADVERTISING | 750 | 750 | 750 |
| 3,095 | 4,555 | 7,000 | 70040 CONSUMER CONFIDENCE REPORT | 5,000 | 5,000 | 5,000 |
| 4,526 | 3,134 | 5,406 | 70100 AUDIT EXPENSE | 3,250 | 3,250 | 3,250 |
| 29,044 | 24,105 | 20,114 | 70400 INSURANCE & BONDS | 16,260 | 16,260 | 16,260 |
| 0 | 0 | 1,500 | 71600 POSTAGE | 1,500 | 1,500 | 1,500 |
| 0 | 0 | 5,600 | 71610 UTILITY BILLING POSTAGE | 10,000 | 10,000 | 10,000 |
| 1,690 | 1,799 | 1,700 | 72000 COMPUTER PROGRAMS & SUPPLIES | 1,800 | 1,800 | 1,800 |
| 2,942 | 2,897 | 2,200 | 72010 OFFICE SUPPLIES | 2,200 | 2,200 | 2,200 |
| 628 | 97 | 1,300 | 72030 BOOKS, MAPS & PERIODICALS | 1,000 | 1,000 | 1,000 |
| 0 | 1,051 | 100 | 73600 MISCELLANEOUS SUPPLIES | 200 | 200 | 200 |
| 0 | 391 | 600 | 74000 PROGRAM FEES & DUES | 600 | 600 | 600 |
| 3,357 | 3,455 | 5,000 | 74100 PROFESSIONAL ASSOCIATION DUES | 6,000 | 6,000 | 6,000 |
| 2,221 | 4,247 | 5,000 | 74200 EDUCATION & REGISTRATION FEES | 6,000 | 6,000 | 6,000 |
| 1,443 | 2,422 | 2,200 | 74210 TRAVEL & SUBSISTENCE | 2,200 | 2,200 | 2,200 |
| 824 | 953 | 1,200 | 74300 EMPLOYEE MEDICAL EXAMS & TESTS | 1,800 | 1,800 | 1,800 |
| 0 | 0 | 250 | 76133 WATERSHED COUNCIL | 250 | 250 | 250 |
| 76,303 | 68,441 | 68,507 | 79900 ADMINISTRATION CHARGES | 68,605 | 68,605 | 68,605 |
| 20,000 | 20,000 | 20,000 | 79910 ENGINEERING SERVICE FEES | 20,000 | 20,000 | 20,000 |
| 150,082 | 138,748 | 148,677 | TOTAL MATERIALS & SERVICES | 147,415 | 147,415 | 147,415 |
| | | | TRANSFERS | | | |
| 10,257 | 10,789 | 11,231 | 90217 TRANSFER TO DEBT SERVICE | 11,600 | 11,600 | 11,600 |
| 83,548 | 35,024 | 55,000 | 90232 TRANSFER TO WATER RESERVE FUND | 0 | 0 | 0 |
| 93,805 | 45,813 | 66,231 | TOTAL TRANSFERS | 11,600 | 11,600 | 11,600 |
| 0 | 0 | 54,822 | 99000 CONTINGENCY | 49,940 | 49,940 | 49,940 |
| 0 | 0 | 0 | 99010 UNAPPROPRIATED ENDING BALANCE | 0 | 0 | 0 |
| 188,331 | 0 | 0 | 99020 ENDING BALANCE | 0 | 0 | 0 |
| 188,331 | 262,045 | 54,822 | TOTAL ENDING BALANCE | 0 | 0 | 0 |
| 432,218 | 446,606 | 269,730 | TOTAL EXPENDITURES | 208,955 | 208,955 | 208,955 |
| 1,281,723 | 1,427,371 | 1,401,507 | TOTAL WATER FUND EXPENDITURES | 1,443,685 | 1,443,685 | 1,443,685 |

CITY OF COTTAGE GROVE

FUND: INDUSTRIAL PARK OPERATIONS

FUND/DEPARTMENT #: 9

FUNCTIONS AND RESPONSIBILITIES

The purpose of the Industrial Park Operations Fund is to:

- Receive revenues from the sale of land in the City owned Cottage Grove Industrial Park.
- Maintain the City-owned Cottage Grove Industrial Park properties that are for sale.
- Maintain city owned wetland of the Cottage Grove Industrial Park.

BUDGET YEAR OBJECTIVES

- Complete the sale of the one remaining property that the buyer did not close.
- Monitor sale agreements for monthly and final payments.
- Construct access to wetland through lot 11 or from Emerson Lane.
- Develop access to high-speed broadband services within the Industrial Park.
- Continue the wetland mitigation and monitoring project in conjunction with the wetland consultant.

PRIOR YEAR ACCOMPLISHMENTS

- Completed wetland plantings with students from Kennedy Alternative school.
- Started first year monitoring process with wetland consultant and Oregon Department of State Lands.

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

09-00 INDUSTRIAL PARK OPERATIONS

| 2005-06 ACTUAL | 2006-07 ACTUAL | 2007-08 BUDGET | DESCRIPTION | 2008-09 | | |
|--------------------------------|-------------------|-------------------|---------------------------------------|------------------|------------------|------------------|
| | | | | PROPOSED | APPROVED | ADOPTED |
| REVENUE | | | | | | |
| 0 | (172,768) | 833,206 | 41010 CARRYOVER | 890,000 | 890,000 | 890,000 |
| 57,685 | 0 | 0 | 50300 LEASE REVENUE | 0 | 0 | 0 |
| 1,438 | 13,613 | 0 | 53200 INTEREST INCOME | 35,100 | 35,100 | 35,100 |
| 1,490 | 1,232,818 | 262,225 | 54300 SALE OF PROPERTY | 556,056 | 556,056 | 556,056 |
| 60,000 | 0 | 0 | 54420 INTERFUND LOAN PROCEEDS | 0 | 0 | 0 |
| 120,613 | 1,073,663 | 1,095,431 | TOTAL REVENUE | 1,481,156 | 1,481,156 | 1,481,156 |
| EXPENDITURES | | | | | | |
| MATERIAL & SERVICES | | | | | | |
| 412 | 244 | 230 | 70100 AUDIT EXPENSE | 300 | 300 | 300 |
| 2,810 | 2,643 | 2,037 | 70400 INSURANCE & BONDS | 0 | 0 | 0 |
| 4,039 | 12,136 | 20,000 | 71000 CONTRACTUAL SERVICES | 20,000 | 20,000 | 20,000 |
| 2,410 | 840 | 0 | 71500 ELECTRICITY | 0 | 0 | 0 |
| 1,274 | 2,333 | 0 | 71520 TELEPHONE | 0 | 0 | 0 |
| 832 | 29 | 0 | 71530 NATURAL GAS | 0 | 0 | 0 |
| 1,812 | 364 | 0 | 71700 BUILDING MAINTENANCE & REPAIR | 0 | 0 | 0 |
| 0 | 0 | 0 | 71715 BROADBAND SERVICES | 60,000 | 60,000 | 60,000 |
| 0 | 0 | 0 | 73600 MISCELLANEOUS SUPPLIES | 10,000 | 10,000 | 10,000 |
| 0 | 0 | 0 | 79900 ADMINISTRATIVE FEE | 0 | 0 | 0 |
| 13,589 | 18,589 | 22,267 | TOTAL MATERIALS & SERVICES | 90,300 | 90,300 | 90,300 |
| CAPITAL OUTLAY | | | | | | |
| 0 | 0 | 0 | 84000 BUILDING AND IMPROVEMENTS | 300,000 | 300,000 | 300,000 |
| 0 | 0 | 0 | TOTAL CAPITAL OUTLAY | 300,000 | 300,000 | 300,000 |
| DEBT SERVICE | | | | | | |
| 25,523 | 26,050 | 1,010,974 | 90110 LOAN PRINCIPAL | 729,733 | 729,733 | 729,733 |
| 50,853 | 49,576 | 62,190 | 90111 LOAN INTEREST | 59,946 | 59,946 | 59,946 |
| 76,376 | 75,626 | 1,073,164 | TOTAL DEBT SERVICE | 789,679 | 789,679 | 789,679 |
| 0 | 0 | 0 | 99000 CONTINGENCY | 260,381 | 260,381 | 260,381 |
| 0 | 0 | 0 | 99010 UNAPPROPRIATED ENDING BAL. | 0 | 0 | 0 |
| 0 | 0 | 0 | 99012 RESERVED FOR FUTURE EXPENDITURE | 40,796 | 40,796 | 40,796 |
| 30,648 | 979,448 | 0 | 99020 ENDING BALANCE | 0 | 0 | 0 |
| 120,613 | 1,073,663 | 1,095,431 | TOTAL EXPENDITURES | 1,481,156 | 1,481,156 | 1,481,156 |

CITY OF COTTAGE GROVE

FUND: STORM DRAIN UTILITY FUND/DEPARTMENT #: 10

FUNCTIONS AND RESPONSIBILITIES

- 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 29.46 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.
- The storm drainage utility provides the following detailed services: 1) Performs minor repairs and cleaning of storm drainage mainlines, catch basins and inlets; 2) Provides utility locating service for underground utilities; 3) Performs periodic drainage channel cleaning.

BUDGET YEAR OBJECTIVES

It is the objective of the storm drainage utility to perform operation and maintenance of the City's storm drainage system. Major capital improvements to the storm drainage system are completed through the Storm Drainage Reserve Fund. The Storm Drainage Reserve Fund has been collecting \$3.00/month from all water and/or sewer customers for the purpose of making needed improvements to the storm drainage system. It is the intent to undertake a number of improvements to the storm drainage system in FY 08-09. Thereafter, improvement projects would be systematically completed.

Primary objectives are:

- The City's field crew will replace several small sections of storm drainage mainline that have caused excessive maintenance problems.
- Separate all catch basins from the wastewater system and connect them to the storm drainage system.
- Increase maintenance and line cleaning efforts for the storm drainage system.

SIGNIFICANT BUDGET CHANGES

A 12% 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.

PRIOR YEAR ACCOMPLISHMENTS

- The storm drainage system was satisfactorily maintained.
- The Department responded to approximately 1169 requests to locate the municipal storm drainage main lines prior to excavation work being performed.

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

10-00 STORM DRAIN UTILITY

| | | | 2008-09 | | | |
|---------------------------------|----------------|----------------|--|-----------------|-----------------|----------------|
| 2005-06 | 2006-07 | 2007-08 | DESCRIPTION | PROPOSED | APPROVED | ADOPTED |
| ACTUAL | ACTUAL | BUDGET | | | | |
| REVENUE | | | | | | |
| 25,013 | 23,893 | 39,172 | 41010 CARRYOVER | 46,145 | 46,145 | 46,145 |
| 117,872 | 125,251 | 128,228 | 45050 STORM DRAINAGE FEES | 143,770 | 143,770 | 143,770 |
| 812 | 1,407 | 1,200 | 53200 INTEREST INCOME | 1,000 | 1,000 | 1,000 |
| 234 | 341 | 350 | 54010 CREDIT BUREAU | 300 | 300 | 300 |
| 1,062 | 0 | 0 | 54050 AUCTION PROCEEDS | 0 | 0 | 0 |
| 0 | 1,096 | 1,000 | 54060 MISCELLANEOUS REVENUE | 800 | 800 | 800 |
| 144,993 | 151,988 | 169,950 | TOTAL REVENUE | 192,015 | 192,015 | 192,015 |
| EXPENDITURES | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 1,630 | 1,747 | 1,854 | 60240 UTILITIES CLERK - 0.05 FTE | 1,885 | 1,885 | 1,885 |
| 7,745 | 0 | 0 | 60400 PUBLIC WORKS DIRECTOR - 0.0 FTE | 0 | 0 | 0 |
| 3,607 | 3,861 | 4,165 | 60410 ADMINISTRATIVE AIDE - 0.10 FTE | 4,255 | 4,255 | 4,255 |
| 1,443 | 4,519 | 4,992 | 60420 CLERICAL ASSISTANT - 0.15 FTE | 5,330 | 5,330 | 5,330 |
| 5,654 | 6,057 | 6,375 | 60440 UTILITIES MAINT. SUPERVISOR - 0.10 FTE | 6,510 | 6,510 | 6,510 |
| 5,992 | 3,105 | 3,229 | 60450 FLEET & FACILITIES MANAGER - 0.05 FTE | 3,300 | 3,300 | 3,300 |
| 31,158 | 32,043 | 35,906 | 60480 UTILITY MAINTENANCE WORKER - 0.90 FTE | 37,435 | 37,435 | 37,435 |
| 1,615 | 1,692 | 2,520 | 61000 TEMPORARY WORKER - 0.14 FTE | 2,210 | 2,210 | 2,210 |
| 779 | 857 | 1,500 | 61100 OVERTIME PAY | 1,500 | 1,500 | 1,500 |
| 1,799 | 1,772 | 2,212 | 62010 WORKERS' COMPENSATION | 2,445 | 2,445 | 2,445 |
| 242 | 101 | 242 | 62020 UNEMPLOYMENT RESERVE | 125 | 125 | 125 |
| 4,417 | 4,029 | 4,517 | 62030 FICA | 4,660 | 4,660 | 4,660 |
| 92 | 89 | 92 | 63010 LIFE INSURANCE | 100 | 100 | 100 |
| 11,419 | 9,793 | 10,174 | 63020 RETIREMENT | 10,635 | 10,635 | 10,635 |
| 393 | 443 | 509 | 63030 DISABILITY INSURANCE | 565 | 565 | 565 |
| 11,985 | 11,755 | 13,644 | 63040 HEALTH INSURANCE | 19,065 | 19,065 | 19,065 |
| 89,970 | 81,863 | 91,931 | TOTAL PERSONAL SERVICES | 100,020 | 100,020 | 100,020 |
| MATERIALS & SERVICES | | | | | | |
| 390 | 321 | 302 | 70100 AUDIT EXPENSE | 325 | 325 | 325 |
| 1,943 | 1,356 | 1,685 | 70400 INSURANCE & BONDS | 1,045 | 1,045 | 1,045 |
| 1,786 | 794 | 4,000 | 71000 CONTRACTUAL SERVICES | 2,500 | 2,500 | 2,500 |
| 4,233 | 2,534 | 5,000 | 71500 ELECTRICITY | 5,000 | 5,000 | 5,000 |
| 1,349 | 2,314 | 1,700 | 71520 TELEPHONE | 2,125 | 2,125 | 2,125 |
| 996 | 1,300 | 1,000 | 71530 NATURAL GAS | 1,200 | 1,200 | 1,200 |
| 550 | 1,506 | 1,500 | 71540 FUEL & LUBRICANTS | 2,000 | 2,000 | 2,000 |
| 572 | 578 | 700 | 71560 COMMUNICATIONS SERVICE | 700 | 700 | 700 |
| 206 | 110 | 150 | 71600 POSTAGE | 150 | 150 | 150 |
| 1,528 | 912 | 1,500 | 71610 UTILITY BILLING POSTAGE | 3,100 | 3,100 | 3,100 |
| 362 | 113 | 500 | 71700 BUILDING MAINT. & REPAIR | 500 | 500 | 500 |
| 2,587 | 2,256 | 2,500 | 71710 EQUIPMENT MAINT. & REPAIR | 2,500 | 2,500 | 2,500 |
| 362 | 498 | 500 | 71720 VEHICLE MAINT. & REPAIR | 800 | 800 | 800 |
| 125 | 84 | 200 | 71730 RADIO MAINT. & REPAIR | 150 | 150 | 150 |
| 770 | 1,097 | 1,000 | 72000 COMPUTER SERVICE & SUPPLIES | 1,000 | 1,000 | 1,000 |
| 265 | 109 | 300 | 72010 OFFICE SUPPLIES | 300 | 300 | 300 |
| 830 | 1,891 | 1,500 | 72100 MINOR EQUIPMENT & TOOLS | 1,500 | 1,500 | 1,500 |
| 40 | 60 | 1,000 | 72120 EQUIPMENT RENTAL & LEASE | 1,000 | 1,000 | 1,000 |
| 75 | 100 | 250 | 72600 CLEANING SUPPLIES | 200 | 200 | 200 |
| 622 | 1,564 | 2,000 | 73000 SAND & GRAVEL | 2,000 | 2,000 | 2,000 |
| 285 | 337 | 2,000 | 73010 ASPHALT & CONCRETE | 2,000 | 2,000 | 2,000 |
| 345 | 207 | 2,000 | 73200 SEWER PIPE | 2,000 | 2,000 | 2,000 |
| 0 | 0 | 500 | 73210 COLLECTION SYSTEM CLEANING | 500 | 500 | 500 |
| 864 | 939 | 1,500 | 73600 MISCELLANEOUS SUPPLIES | 1,500 | 1,500 | 1,500 |
| 0 | 0 | 150 | 74000 PROGRAM FEES AND DUES | 150 | 150 | 150 |
| 0 | 0 | 150 | 74210 TRAVEL AND SUBSISTENCE | 150 | 150 | 150 |
| 8,363 | 9,016 | 9,419 | 79900 ADMIN FEE | 8,810 | 8,810 | 8,810 |

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

10-00 STORM DRAIN UTILITY

| 2005-06 ACTUAL | 2006-07 ACTUAL | 2007-08 BUDGET | DESCRIPTION | 2008-09 | | |
|---------------------------|---------------------------|---------------------------|-------------------------------------|-----------------|-----------------|----------------|
| | | | | PROPOSED | APPROVED | ADOPTED |
| 29,448 | 29,996 | 43,006 | TOTAL MATERIALS & SERVICES | 43,205 | 43,205 | 43,205 |
| 1,682 | 1,769 | 1,842 | 90217 TRANSFER TO DEBT SERVICE | 1,905 | 1,905 | 1,905 |
| 0 | 0 | 33,171 | 99000 CONTINGENCY | 46,885 | 46,885 | 46,885 |
| 0 | 0 | 0 | 99010 UNAPPROPRIATED ENDING BALANCE | 0 | 0 | 0 |
| 23,893 | 38,360 | 0 | 99020 ENDING BALANCE | 0 | 0 | 0 |
| 144,993 | 151,988 | 169,950 | TOTAL EXPENDITURES | 192,015 | 192,015 | 192,015 |

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

**23-00 WASTEWATER FUND
REVENUE**

| 2005-06 ACTUAL | 2006-07 ACTUAL | 2007-08 BUDGET | DESCRIPTION | 2008-09 | | |
|-------------------|-------------------|-------------------|--|------------------|------------------|------------------|
| | | | | PROPOSED | APPROVED | ADOPTED |
| 133,470 | 118,513 | 123,339 | 41010 CARRYOVER | 134,840 | 134,840 | 134,840 |
| 823,019 | 858,009 | 901,409 | 45040 WASTEWATER DISP USER CHARGES | 1,004,185 | 1,004,185 | 1,004,185 |
| 0 | 175,478 | 325,000 | 45044 GOLF COURSE FEES | 330,000 | 330,000 | 330,000 |
| 0 | 19,560 | 29,100 | 45045 PRO SHOP WITH LPG/PGA FEES | 32,500 | 32,500 | 32,500 |
| 0 | 27,887 | 50,700 | 45046 CLUB/CART RENTALS | 65,000 | 65,000 | 65,000 |
| 0 | 23,331 | 41,350 | 45047 DELI SALES | 50,000 | 50,000 | 50,000 |
| 0 | 0 | 0 | 45049 CG HOSPITAL MOWING FEES | 11,945 | 11,945 | 11,945 |
| 2,400 | 8,320 | 0 | 45510 S. 6TH ST ZONE OF BENEFIT REIMB. | 0 | 0 | 0 |
| 6,211 | 5,872 | 4,500 | 53200 INTEREST REVENUE | 4,000 | 4,000 | 4,000 |
| 1,090 | 1,533 | 1,000 | 54010 CREDIT BUREAU | 2,000 | 2,000 | 2,000 |
| 214 | 2,381 | 200 | 54050 AUCTION PROCEEDS | 500 | 500 | 500 |
| 4,302 | 0 | 2,000 | 54060 MISCELLANEOUS REVENUE | 500 | 500 | 500 |
| 0 | 0 | 9,600 | 54250 RENTAL PROPERTY REVENUE | 9,000 | 9,000 | 9,000 |
| 0 | 0 | 35,000 | 54300 SALE OF PROPERTY | 0 | 0 | 0 |
| 0 | 1,225,000 | 15,900 | 54400 LOAN PROCEEDS | 0 | 0 | 0 |
| 970,706 | 2,465,884 | 1,539,098 | TOTAL REVENUE | 1,644,470 | 1,644,470 | 1,644,470 |

CITY OF COTTAGE GROVE

FUND: WASTEWATER

FUND/DEPARTMENT #: 23-51

DEPARTMENT: WASTEWATER COLLECTION

FUNCTIONS AND RESPONSIBILITIES

- Wastewater fund activities are composed of: 1) Wastewater Collection; 2) Wastewater Treatment; 3) Golf Course.
- The Wastewater Collection Department's primary function is: 1) collection and conveyance of wastewater from the customer to the City's Wastewater Treatment Plant; The Wastewater Collection system contains approximately 44 miles of sanitary sewer lines ranging in size from 4 inches to 36 inches in diameter.
- In addition, the Wastewater Collection Department provides the following services: 1) Maintains and repairs wastewater main lines; 2) Provides utility locating service for underground wastewater lines; 3) Investigates and monitors underground contaminants and evaluates effects on collection systems and discharges; 4) Conducts infiltration and inflow (I&I) studies to reduce the amount of groundwater and surface water entering the collection system and being transported to the treatment plant. Reduced I & I keeps treatment costs down, and it also assists in the treatment plant's ability to meet discharge permit requirements.

BUDGET YEAR OBJECTIVES

- The City's field crew will replace numerous small sections of sewer mainline that have caused excessive maintenance problems.
- Separate all catch basins from the wastewater system and connect them to the storm drainage system.
- Increase maintenance and line cleaning efforts for the wastewater collection system.
- Continue manhole rehabilitation program.
- Continue with the grease trap monitoring/inspection program.
- TV inspection of approx. 5,200 feet of existing sewer pipe.
- Replace 1100 linear feet of sewer main line between 5th and Quincy and 5th and Adams.

PRIOR YEAR ACCOMPLISHMENTS

- Unplugged numerous main line and lateral line blockages.
- Performed routine maintenance on sewer main lines throughout the system.
- Replaced numerous sewer service laterals from customer connection to main line tap.

INDICATORS

- The Department responded to approximately 1169 locate requests to locate the municipal wastewater main lines prior to excavation work being performed.
- Approx. 38 new sewer connections were made to the existing sewer system
- There are a total of approximately 3,498 sewer customers served by the City's sanitary sewer collection system.

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

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

2008-09

| 2005-06 | 2006-07 | 2007-08 | DESCRIPTION | PROPOSED | APPROVED | ADOPTED |
|-------------------------------|----------------|----------------|--|-----------------|-----------------|----------------|
| ACTUAL | ACTUAL | BUDGET | | | | |
| PERSONAL SERVICES | | | | | | |
| 14,671 | 15,718 | 16,686 | 60240 UTILITIES CLERK - 0.45 FTE | 16,955 | 16,955 | 16,955 |
| 21,363 | 23,634 | 18,344 | 60400 PUBLIC WORKS DIRECTOR - 0.25 FTE | 19,670 | 19,670 | 19,670 |
| 7,274 | 7,734 | 8,334 | 60410 ADMINISTRATIVE AIDE - 0.20 FTE | 8,430 | 8,430 | 8,430 |
| 5,773 | 7,611 | 8,384 | 60420 CLERICAL ASSISTANT - 0.25 FTE | 8,950 | 8,950 | 8,950 |
| 0 | 10,553 | 10,708 | 60430 CITY ENGINEER - 0.15 FTE | 10,935 | 10,935 | 10,935 |
| 11,307 | 12,113 | 12,750 | 60440 UTILITIES MAINT. SUPERVISOR - 0.20 FTE | 13,020 | 13,020 | 13,020 |
| 11,984 | 15,525 | 16,146 | 60450 FLEET & FACILITIES MANAGER - 0.25 FTE | 16,490 | 16,490 | 16,490 |
| 66,018 | 66,431 | 82,352 | 60480 UTILITY MAINTENANCE WORKER - 2.05 FTE | 85,325 | 85,325 | 85,325 |
| 475 | 1,430 | 0 | 61000 TEMPORARY WORKER | 0 | 0 | 0 |
| 1,880 | 1,910 | 3,000 | 61100 OVERTIME | 3,000 | 3,000 | 3,000 |
| 3,514 | 3,993 | 4,955 | 62010 WORKERS' COMPENSATION | 5,570 | 5,570 | 5,570 |
| 555 | 125 | 701 | 62020 UNEMPLOYMENT | 365 | 365 | 365 |
| 10,251 | 12,214 | 13,288 | 62030 FICA | 13,755 | 13,755 | 13,755 |
| 220 | 243 | 260 | 63010 LIFE INSURANCE | 290 | 290 | 290 |
| 26,913 | 28,053 | 29,751 | 63020 RETIREMENT | 30,915 | 30,915 | 30,915 |
| 943 | 1,208 | 1,433 | 63030 DISABILITY INSURANCE | 1,650 | 1,650 | 1,650 |
| 29,041 | 33,977 | 40,186 | 63040 HEALTH INSURANCE | 57,805 | 57,805 | 57,805 |
| 212,182 | 242,472 | 267,278 | TOTAL PERSONAL SERVICES | 293,125 | 293,125 | 293,125 |
| MATERIALS AND SERVICES | | | | | | |
| 2,348 | 7,555 | 7,500 | 71000 CONTRACTUAL SERVICES | 5,000 | 5,000 | 5,000 |
| 564 | 1,153 | 1,000 | 71210 CLOTHING ALLOWANCE | 1,000 | 1,000 | 1,000 |
| 6,108 | 3,742 | 5,000 | 71500 ELECTRICITY | 3,500 | 3,500 | 3,500 |
| 4,701 | 8,364 | 7,500 | 71520 TELEPHONE | 9,500 | 9,500 | 9,500 |
| 2,579 | 2,146 | 2,500 | 71530 NATURAL GAS | 2,600 | 2,600 | 2,600 |
| 9,466 | 11,091 | 12,500 | 71540 FUEL & LUBRICANTS | 10,000 | 10,000 | 10,000 |
| 572 | 578 | 600 | 71560 COMMUNICATIONS SERVICE | 600 | 600 | 600 |
| 501 | 153 | 0 | 71600 POSTAGE | 0 | 0 | 0 |
| 6,552 | 3,841 | 0 | 71610 UTILITY BILLING POSTAGE | 0 | 0 | 0 |
| 902 | 1,312 | 2,000 | 71700 BUILDING MAINT. & REPAIR | 2,000 | 2,000 | 2,000 |
| 12,391 | 8,533 | 10,000 | 71710 EQUIPMENT MAINT. & REPAIR | 10,000 | 10,000 | 10,000 |
| 4,969 | 5,845 | 5,000 | 71720 VEHICLE MAINT. & REPAIR | 5,000 | 5,000 | 5,000 |
| 252 | 125 | 250 | 71730 RADIO MAINT. & REPAIR | 250 | 250 | 250 |
| 2,062 | 1,753 | 0 | 72000 COMPUTER SERVICE & SUPPLIES | 0 | 0 | 0 |
| 540 | 97 | 0 | 72010 OFFICE SUPPLIES | 0 | 0 | 0 |
| 4,591 | 3,590 | 5,000 | 72100 MINOR EQUIPMENT & TOOLS | 5,000 | 5,000 | 5,000 |
| 240 | 288 | 1,000 | 72120 EQUIPMENT RENTAL & LEASE | 1,000 | 1,000 | 1,000 |
| 387 | 428 | 750 | 72510 SAFETY EQUIPMENT | 800 | 800 | 800 |
| 626 | 427 | 800 | 72600 CLEANING SUPPLIES | 800 | 800 | 800 |
| 2,503 | 5,178 | 5,000 | 73000 SAND & GRAVEL | 3,500 | 3,500 | 3,500 |
| 1,159 | 886 | 3,000 | 73010 ASPHALT & CONCRETE | 2,500 | 2,500 | 2,500 |
| 748 | 50 | 3,500 | 73200 SEWER PIPE | 3,000 | 3,000 | 3,000 |
| 3,211 | 4,468 | 4,000 | 73600 MISC. SUPPLIES & EXPENSE | 4,000 | 4,000 | 4,000 |
| 67,972 | 71,603 | 76,900 | TOTAL MATERIALS AND SERVICES | 70,050 | 70,050 | 70,050 |
| 280,154 | 314,075 | 344,178 | TOTAL EXPENDITURES | 363,175 | 363,175 | 363,175 |

CITY OF COTTAGE GROVE

FUND: WASTEWATER **FUND/DEPARTMENT #:** 23-52

DEPARTMENT: WASTEWATER TREATMENT PLANT

FUNCTIONS AND RESPONSIBILITIES

- The Wastewater Fund is composed of; 1) Wastewater Collection System; 2) Wastewater Treatment Plant (WWTP); 3) Golf Course.
- The Wastewater Treatment Plant receives and processes all sanitary wastewater generated by users of the municipal wastewater system. The City has been issued a discharge permit by the Oregon Department of Environmental Quality to discharge treated wastewater into the Coast Fork of the Willamette River. This permit requires that the effluent from the City's facility meet minimum water quality requirements and that the effluent water be disinfected to the degree that it will not degrade the environment. Both of the above protect the receiving water of the Coast Fork of the Willamette River. If the City's discharge does not meet the quality requirements, the City would be subject to fines or other more severe action by the State.
- The Coast Fork Willamette River (receiving stream for the City's wastewater discharge) has been classified by the Oregon Department of Environmental Quality as a "Water Quality Limited Stream". The stream does not meet minimum standards for dissolved oxygen and temperature because of streamside conditions and discharges into the river. Consequently, higher water quality standards have been set, and the City's Wastewater Treatment Plant is required to comply with a higher level of treatment. A major upgrade to the plant was completed in 2006 and the plant is now fully operational.
- Other Wastewater Treatment Plant functions include (but are not limited to): 1). Conduct laboratory sampling and testing to control treatment processes and to assure compliance with discharge/disposal requirements; 2) Remove and dispose of residual bio-solids from the treatment process; the bio-solids are placed on agricultural areas. 3) Operate, maintain, and repair treatment site facilities and equipment.

BUDGET YEAR OBJECTIVES

- Develop operator familiarity with the new treatment plant improvements to optimize the capability of the improvements.
- Begin the first stages of a wastewater reclamation and reuse program by providing treated water to the Middlefield Golf Course.
- Develop additional reuse opportunities to include the Cottage Grove Hospital grounds and the Interstate 5 Exit 174 interchange.

SIGNIFICANT BUDGET CHANGES

WWTP staffing will be as follows: (3 operators and 1 superintendent)

- The WWTP operates a significant number of large electrical pumps; power costs are expected to increase significantly with the rise in power costs nationwide.
- A 12% increase in sewer fees will be implemented during the billing cycle beginning mid-July to mid-August. This increase is the result of a corresponding increase in sewer system operations costs; most notably electricity.

PRIOR YEAR ACCOMPLISHMENTS

- Completed the design of numerous collection system improvements that will reduce the amount of storm water entering the sewer system and going through the treatment process.
- Completed construction of a major upgrade of the WWTP facilities.

INDICATORS

- 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 2008-09 Budget**

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

| 2005-06 ACTUAL | 2006-07 ACTUAL | 2007-08 BUDGET | DESCRIPTION | 2008-09 | | |
|------------------------|-------------------|-------------------|--|----------------|----------------|----------------|
| | | | | PROPOSED | APPROVED | ADOPTED |
| PERSONAL SERVICES | | | | | | |
| 5,745 | 11,282 | 7,337 | 60400 PUBLIC WORKS DIRECTOR - 0.10 FTE | 7,870 | 7,870 | 7,870 |
| 1,803 | 1,931 | 2,082 | 60410 ADMINISTRATIVE AIDE - 0.05 FTE | 2,130 | 2,130 | 2,130 |
| 1,443 | 1,546 | 1,696 | 60420 CLERICAL ASSISTANT - 0.05 FTE | 1,810 | 1,810 | 1,810 |
| 0 | 3,518 | 3,569 | 60430 CITY ENGINEER - 0.05 FTE | 3,645 | 3,645 | 3,645 |
| 2,996 | 3,105 | 3,229 | 60450 FAC. & EQUIP. MAINT. SUPERVISOR - 0.05 FTE | 3,300 | 3,300 | 3,300 |
| 59,266 | 60,468 | 62,887 | 60470 WW TREATMENT PLANT SUPERVISOR - 1.0 FTE | 64,215 | 64,215 | 64,215 |
| 91,502 | 96,345 | 106,686 | 60480 UTILITY MAINTENANCE WORKER - 2.05 FTE | 146,970 | 146,970 | 146,970 |
| 2,434 | 2,321 | 4,000 | 61100 OVERTIME | 4,000 | 4,000 | 4,000 |
| 4,488 | 4,668 | 5,220 | 62010 WORKERS' COMPENSATION | 7,285 | 7,285 | 7,285 |
| 670 | 273 | 724 | 62020 UNEMPLOYMENT | 460 | 460 | 460 |
| 12,490 | 13,674 | 13,845 | 62030 FICA | 17,590 | 17,590 | 17,590 |
| 211 | 221 | 229 | 63010 LIFE INSURANCE | 300 | 300 | 300 |
| 34,637 | 36,416 | 32,920 | 63020 RETIREMENT | 40,825 | 40,825 | 40,825 |
| 955 | 1,141 | 1,263 | 63030 DISABILITY INSURANCE | 1,690 | 1,690 | 1,690 |
| 27,000 | 26,181 | 29,300 | 63040 HEALTH INSURANCE | 46,495 | 46,495 | 46,495 |
| 245,640 | 263,090 | 274,987 | TOTAL PERSONAL SERVICES | 348,585 | 348,585 | 348,585 |
| MATERIALS AND SERVICES | | | | | | |
| 350 | 2,914 | 3,000 | 71000 CONTRACTUAL SERVICES | 1,500 | 1,500 | 1,500 |
| 550 | 0 | 1,000 | 71210 CLOTHING ALLOWANCE | 750 | 750 | 750 |
| 52,010 | 59,744 | 85,000 | 71500 ELECTRICITY | 90,000 | 90,000 | 90,000 |
| 2,881 | 4,183 | 6,175 | 71520 TELEPHONE | 6,250 | 6,250 | 6,250 |
| 21,251 | 1,717 | 2,000 | 71530 NATURAL GAS | 2,500 | 2,500 | 2,500 |
| 1,331 | 923 | 1,500 | 71540 FUEL & LUBRICANTS | 2,000 | 2,000 | 2,000 |
| 192 | 192 | 200 | 71560 COMMUNICATIONS SERVICE | 200 | 200 | 200 |
| 55 | 0 | 0 | 71600 POSTAGE | 0 | 0 | 0 |
| 53 | 695 | 500 | 71700 BUILDING MAINT. & REPAIR | 500 | 500 | 500 |
| 3,653 | 9,852 | 8,000 | 71710 EQUIPMENT MAINT. & REPAIR | 10,000 | 10,000 | 10,000 |
| 623 | 0 | 500 | 71720 VEHICLE MAINT. & REPAIR | 500 | 500 | 500 |
| 106 | 0 | 0 | 72010 OFFICE SUPPLIES | 0 | 0 | 0 |
| 93 | 441 | 1,000 | 72100 MINOR EQUIPMENT & TOOLS | 1,000 | 1,000 | 1,000 |
| 0 | 808 | 2,000 | 72120 EQUIPMENT RENTAL & LEASE | 2,000 | 2,000 | 2,000 |
| 8,643 | 14,793 | 12,000 | 72400 LAB TESTS & SUPPLIES | 13,000 | 13,000 | 13,000 |
| 0 | 44,815 | 49,500 | 72410 CHLORINE & CHEMICALS | 55,000 | 55,000 | 55,000 |
| 5,278 | 3,133 | 700 | 72600 CLEANING SUPPLIES | 700 | 700 | 700 |
| 2,280 | 2,462 | 2,500 | 73600 MISC. SUPPLIES & EXPENSE | 2,500 | 2,500 | 2,500 |
| 99,349 | 146,672 | 175,575 | TOTAL MATERIALS AND SERVICES | 188,400 | 188,400 | 188,400 |
| 344,989 | 409,762 | 450,562 | TOTAL EXPENDITURES | 536,985 | 536,985 | 536,985 |

CITY OF COTTAGE GROVE

FUND: WASTEWATER

FUND/DEPARTMENT #: 23-53

DEPARTMENT: MIDDLEFIELD GOLF COURSE

FUNCTIONS AND RESPONSIBILITIES

- Provide operation, maintenance and improvements to Middlefield Golf Course.

BUDGET YEAR OBJECTIVES

- Golf Course will operate under the Community Services Director.
- Continue to acquire needed equipment for Middlefield operations
- Continue bringing Middlefield equipment and facilities up to City standards.
- Rebuild decks and ADA ramps at Pro Shop.
- Purchase new patio tables and chairs
- Paint exterior of Pro Shop.

PRIOR YEAR ACCOMPLISHMENTS

- Maintained and improved Middlefield Golf Course and equipment.
- The City Maintenance Facility Staff f continues 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.
- The City Public Works Utility Crew removed dead trees and debris, resurfaced cart paths, repaired irrigation, stockpiled sand, rock and gravel, graveled yard, installed flag pole, installed main entrance and directional signs, lease/purchased four additional rental golf carts, purchased fairway and greens blower.
- Mens and Womens clubs & Junior Clinic participation continues to increase.
- Increased number of tournaments
- Volunteerism has grown, particularly in maintenance and site stewardship

STAFFING

| | <u>2007-08</u> | <u>2008-09</u> |
|-----------------------------------|-----------------|-----------------|
| | <u>Proposed</u> | <u>Proposed</u> |
| | <u>Budget</u> | <u>FTE</u> |
| Community Services Director | .67 | .15 |
| Golf Shop Manager | 1 | 1 |
| Golf Shop Assistants | 1 | 2 |
| Golf Course Superintendent | 1 | 1 |
| Assistant Superintendent/Mechanic | -- | .68 |
| Groundskeepers | 4 | 2 |
| Total: | 7.67 | 6.83 |

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

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

| | | | 2008-09 | | | |
|------------------------|-------------------|-------------------|--|----------------|----------------|----------------|
| 2005-06 ACTUAL | 2006-07 ACTUAL | 2007-08 BUDGET | DESCRIPTION | PROPOSED | APPROVED | ADOPTED |
| PERSONAL SERVICES | | | | | | |
| 0 | 0 | 38,645 | 60475 COMMUNITY SERVICES DIRECTOR - 0.15 FTE | 8,725 | 8,725 | 8,725 |
| 0 | 0 | 30,988 | 60476 GOLF SHOP MANAGER - 1.0 FTE | 34,160 | 34,160 | 34,160 |
| 0 | 0 | 11,050 | 60477 GOLF SHOP ASSISTANT - 1.35 FTE | 26,640 | 26,640 | 26,640 |
| 0 | 0 | 42,874 | 60478 GOLF COURSE SUPERINTENDENT - 1.0 FTE | 45,970 | 45,970 | 45,970 |
| 0 | 0 | 0 | 60479 G.C. ASSIST SUPER/MECHANIC - 0.68 FTE | 21,000 | 21,000 | 21,000 |
| 0 | 64,719 | 67,000 | 61000 GROUNDSKEEPER/TEMP. WORK - 2.65 FTE | 52,440 | 52,440 | 52,440 |
| 0 | 0 | 3,000 | 61100 OVERTIME | 1,000 | 1,000 | 1,000 |
| 0 | 1,102 | 3,161 | 62010 WORKERS' COMPENSATION | 3,410 | 3,410 | 3,410 |
| 0 | 259 | 686 | 62020 UNEMPLOYMENT | 345 | 345 | 345 |
| 0 | 4,941 | 15,515 | 62030 FICA | 15,755 | 15,755 | 15,755 |
| 0 | 22 | 183 | 63010 LIFE INSURANCE | 150 | 150 | 150 |
| 0 | 328 | 28,514 | 63020 RETIREMENT | 27,255 | 27,255 | 27,255 |
| 0 | 120 | 1,007 | 63030 DISABILITY INSURANCE | 895 | 895 | 895 |
| 0 | 3,090 | 36,293 | 63040 HEALTH INSURANCE | 24,475 | 24,475 | 24,475 |
| 0 | 74,581 | 278,916 | TOTAL PERSONAL SERVICES | 262,220 | 262,220 | 262,220 |
| MATERIALS AND SERVICES | | | | | | |
| 0 | 2,348 | 3,500 | 70030 ADVERTISING | 4,250 | 4,250 | 4,250 |
| 0 | 6,878 | 8,000 | 71000 CONTRACTUAL SERVICES | 4,000 | 4,000 | 4,000 |
| 0 | 4,757 | 3,500 | 71020 LICENSES & PERMITS | 1,500 | 1,500 | 1,500 |
| 0 | 275 | 1,000 | 71210 CLOTHING ALLOWANCE | 1,000 | 1,000 | 1,000 |
| 0 | 0 | 200 | 71240 LAUNDRY EXPENSE | 200 | 200 | 200 |
| 0 | 3,749 | 7,000 | 71500 ELECTRICITY | 16,500 | 16,500 | 16,500 |
| 0 | 1,189 | 1,500 | 71520 TELEPHONE | 4,500 | 4,500 | 4,500 |
| 0 | 5,500 | 8,000 | 71540 FUEL & LUBRICANTS | 11,000 | 11,000 | 11,000 |
| 0 | 5,638 | 20,000 | 71580 FERTILIZER | 22,000 | 22,000 | 22,000 |
| 0 | 27 | 150 | 71600 POSTAGE | 200 | 200 | 200 |
| 0 | 16,018 | 5,000 | 71700 BUILDING MAINT. & REPAIR | 6,500 | 6,500 | 6,500 |
| 0 | 39,664 | 25,000 | 71710 EQUIPMENT MAINT. & REPAIR | 28,000 | 28,000 | 28,000 |
| 0 | 167 | 1,000 | 71720 VEHICLE MAINT. & REPAIR | 1,000 | 1,000 | 1,000 |
| 0 | 0 | 200 | 72000 COMPUTER SERVICE & SUPPLIES | 2,200 | 2,200 | 2,200 |
| 0 | 413 | 400 | 72010 OFFICE SUPPLIES | 600 | 600 | 600 |
| 0 | 0 | 200 | 72030 BOOKS, MAPS & PERIODICALS | 200 | 200 | 200 |
| 0 | 280 | 4,000 | 72100 MINOR EQUIPMENT & TOOLS | 6,000 | 6,000 | 6,000 |
| 0 | 0 | 2,000 | 72120 EQUIPMENT RENTAL & LEASE | 1,500 | 1,500 | 1,500 |
| 0 | 95 | 8,000 | 72320 IRRIGATION PARTS & SUPPLIES | 8,000 | 8,000 | 8,000 |
| 0 | 7,205 | 13,000 | 72330 SUPPLIES/PRO SHOP INVENTORY | 20,000 | 20,000 | 20,000 |
| 0 | 17,249 | 26,000 | 72340 SUPPLIES/DELI FOOD | 25,000 | 25,000 | 25,000 |
| 0 | 0 | 5,000 | 72430 CHEMICALS | 2,000 | 2,000 | 2,000 |
| 0 | 819 | 1,500 | 72600 CLEANING SUPPLIES | 1,650 | 1,650 | 1,650 |
| 0 | 4,428 | 13,000 | 73000 SOIL/SAND/GRAVEL | 5,000 | 5,000 | 5,000 |
| 0 | 20,659 | 9,000 | 73600 MISC. SUPPLIES & EXPENSE | 10,000 | 10,000 | 10,000 |
| 0 | 235 | 500 | 74100 PROFESSIONAL ASSOC. DUES | 700 | 700 | 700 |
| 0 | 0 | 300 | 74200 EDUCATION & REGISTRATION FEES | 500 | 500 | 500 |
| 0 | 0 | 150 | 74210 TRAVEL & SUBSISTENCE | 300 | 300 | 300 |
| 0 | 0 | 6,000 | 74230 LPGA/PGA REGISTRATION FEES | 6,500 | 6,500 | 6,500 |
| 0 | 137,593 | 173,100 | TOTAL MATERIALS AND SERVICES | 190,800 | 190,800 | 190,800 |
| CAPITAL OUTLAY | | | | | | |
| 0 | 1,225,000 | 0 | 83015 GOLF COURSE ACQUISITION | 0 | 0 | 0 |
| 0 | 14,150 | 15,900 | 84010 WORK EQUIPMENT | 0 | 0 | 0 |
| 0 | 1,239,150 | 15,900 | TOTAL CAPITAL OUTLAY | 0 | 0 | 0 |
| 0 | 33,997 | 0 | 90217 TRANSFER TO DEBT SERVICE | 0 | 0 | 0 |
| 0 | 0 | 0 | 99000 CONTINGENCY | 0 | 0 | 0 |
| 0 | 1,485,321 | 467,916 | TOTAL EXPENDITURES | 453,020 | 453,020 | 453,020 |

CITY OF COTTAGE GROVE

FUND: WASTEWATER

FUND/DEPARTMENT #: 23-95

DEPARTMENT: NON-DEPARTMENTAL

FUNCTIONS AND RESPONSIBILITIES

- 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.

BUDGET YEAR OBJECTIVES

- To continue to support the activities of the Wastewater Collection, Treatment Plant, and Golf Course Departments.

SIGNIFICANT BUDGET CHANGES

- No significant budget changes are proposed in this department.

PRIOR YEAR ACCOMPLISHMENTS

- Succeeded in supporting the activities of the Wastewater Collection and Wastewater Treatment Plant Departments.

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

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

| 2005-06 ACTUAL | 2006-07 ACTUAL | 2007-08 BUDGET | DESCRIPTION | 2008-09 | | |
|-------------------|-------------------|-------------------|---|------------------|------------------|------------------|
| | | | | PROPOSED | APPROVED | ADOPTED |
| | | | MATERIALS & SERVICES | | | |
| 0 | 0 | 0 | 70030 ADVERTISING | 1,000 | 1,000 | 1,000 |
| 2,316 | 4,038 | 4,580 | 70100 AUDIT EXPENSE | 6,765 | 6,765 | 6,765 |
| 15,651 | 30,565 | 28,915 | 70400 INSURANCE & BONDS | 39,485 | 39,485 | 39,485 |
| 0 | 0 | 550 | 71600 POSTAGE | 500 | 500 | 500 |
| 0 | 0 | 6,000 | 71610 UTILITY BILLING POSTAGE | 5,500 | 5,500 | 5,500 |
| 1,408 | 2,928 | 3,500 | 72000 COMPUTER PROGRAMS & SUPPLIES | 3,000 | 3,000 | 3,000 |
| 1,211 | 1,627 | 1,500 | 72010 OFFICE SUPPLIES | 1,500 | 1,500 | 1,500 |
| 43 | 0 | 600 | 72030 BOOKS, MAPS & PERIODICALS | 500 | 500 | 500 |
| 4,527 | 4,923 | 6,000 | 73220 NDPES DISCHARGE PERMIT | 6,000 | 6,000 | 6,000 |
| 250 | 1,102 | 600 | 74000 PROGRAM FEES & DUES | 1,000 | 1,000 | 1,000 |
| 931 | 1,148 | 700 | 74100 PROFESSIONAL ASSOCIATION DUES | 1,000 | 1,000 | 1,000 |
| 477 | 823 | 2,500 | 74200 EDUCATION & REGISTRATION FEES | 2,500 | 2,500 | 2,500 |
| 741 | 905 | 1,500 | 74210 TRAVEL & SUBSISTENCE | 1,500 | 1,500 | 1,500 |
| 656 | 389 | 700 | 74300 EMPLOYEE MEDICAL EXAMS & TESTS | 700 | 700 | 700 |
| 900 | 750 | 1,000 | 76010 RODENT CONTROL | 1,000 | 1,000 | 1,000 |
| 0 | 0 | 250 | 76133 WATERSHED COUNCIL | 250 | 250 | 250 |
| 49,875 | 51,970 | 57,363 | 79900 ADMINISTRATION CHARGES | 69,555 | 69,555 | 69,555 |
| 20,000 | 20,000 | 20,000 | 79910 ENGINEERING SERVICE FEES | 20,000 | 20,000 | 20,000 |
| 98,986 | 121,168 | 136,258 | TOTAL MATERIALS & SERVICES | 161,755 | 161,755 | 161,755 |
| 7,089 | 7,457 | 110,414 | 90217 TRANSFER TO DEBT SERVICE | 110,365 | 110,365 | 110,365 |
| 120,975 | 0 | 0 | 90235 TRANSFER TO WW RESERVE | 0 | 0 | 0 |
| 128,064 | 7,457 | 110,414 | TOTAL TRANSFERS | 110,365 | 110,365 | 110,365 |
| 0 | 0 | 29,770 | 99000 CONTINGENCY | 19,170 | 19,170 | 19,170 |
| 118,513 | 128,101 | 0 | 99020 ENDING BALANCE | 0 | 0 | 0 |
| 345,563 | 256,726 | 276,442 | TOTAL EXPENDITURES | 291,290 | 291,290 | 291,290 |
| 970,706 | 2,465,884 | 1,539,098 | TOTAL WASTEWATER FUND EXPENDITURES | 1,644,470 | 1,644,470 | 1,644,470 |