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### 202-000 WATER FUND

#### REVENUE

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PUBLIC WORKS & DEVELOPMENT

WATER DISTRIBUTION

OVERVIEW
Water Distribution is a function of the Public Works & Development Department and is an integral part of the water utility, and it shares this responsibility with Water Production to meet the following primary needs: 1) Provides consumers with high quality drinking water in sufficient quantity. 2) Provides sufficient reserve capacity and facilities for fire protection purposes.

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

BUDGET YEAR OBJECTIVES
• Maintain water quality in the distribution system in compliance with Oregon Health Division standards including backflow device program.
• Provide for water distribution system maintenance, operations and repairs including periodic flushing, meter maintenance, leak detection, and repair.
• Provide water turn-on and turn-off services for customers.
• Provide waterline-locating services.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2016-17
• Flow test, service, repair, and paint 389 City fire hydrants.
• Partnered with South Lane County Fire and Rescue to continue installing Storz fittings on the major port on fire hydrants.
• Went from 362 water payments by credit card in June 2016 (9.58%) to 668 in March 2017(18%).
• As of April 10 2017 there were 93 people signed up for recurring credit card water payments and 80 people signed up for paperless billing.
SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2016-17

- A 1.8% water rate increase is proposed. This increase follows the proposed 5 year utility rate plan.

FULL-TIME EQUIVALENT POSITIONS

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PERFORMANCE MEASUREMENTS

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<tbody>
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<td>Provide contractors and public with pertinent information as it relates to water distribution system</td>
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<td>Promotion of &quot;call before you dig&quot; service</td>
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<td>Line leak checks</td>
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<td>107</td>
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142
Water Distribution Facts:

- Provides maintenance and operation of approximately 49 miles of water mains ranging in size from 2-inches to 18-inches in diameter.
- The water distribution system network contains two reservoirs with a storage capacity of 4.3 million gallons.
- Three pressure booster pump stations to serve customers at: Taylor Avenue / Parks Road / Cambria Place, Cottage Heights and Hidden Valley Estates II subdivisions.
- 456 fire hydrants within the distribution system (389 public and 67 private).
- There are 3,897 metered water service connections (3,781 active accounts as of April, 2016 billing and approximately 116 accounts idle).
- 45 fire service connections.
- One pressure regulating station
- There are 1,393 private backflow devices throughout the municipal water system. There are an additional 78 devices on city buildings and parks water services, for a total of 1471.

Tested and repainted Fire Hydrant equipped with a Storz fitting
### PERSONNEL SERVICES

<table>
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<tr>
<th>Description</th>
<th>2014-15</th>
<th>2015-16</th>
<th>2016-17</th>
<th>2017-18</th>
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### MATERIALS AND SERVICES

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### TOTAL EXPENDITURES

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<th>2016-17</th>
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PUBLIC WORKS & DEVELOPMENT

WATER PRODUCTION

OVERVIEW
Water Production operates and maintains a gravity feed raw water surface intake facility, a shallow horizontal well (for emergency only), a river bank raw water pumping facility, a treatment plant raw water pumping station and the water production treatment plant, a finished water high service pumping station, 2 finished water high level storage reservoirs, 3 finished water booster pumping stations and 14 water quality sampling stations.

Water Production also monitors, protects, and influences watershed management, in conjunction with Federal, State and Local agencies and private landowners. Water Production is an integral part of the City’s water utility, and it works hand in hand with Water Distribution to provide a quality water supply.

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

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

The primary responsibility of Water Production is treatment of all municipal water to assure that it meets or exceeds current safe drinking water quality regulations. Water Production maintains up-to-date records of operations and maintenance for evaluation of the water department facilities by regulatory agencies.

BUDGET YEAR OBJECTIVES
- Revise and update water quality monitoring and sampling plans to meet EPA regulations.
- Continue to provide assistance to the City’s legal representatives in certificating the water rights for the Row River Water Treatment Plant.
- Be an active and supportive member of the Northwest Membrane Operator Association.
- Attend trainings for advanced operations of membrane filtration water treatment facilities.
- Be an active & supportive member of the AWWA-PNWS local Cascade to Coast Subsection.
- Investigate opportunities to improve processing operations at the water treatment plant.
- Work with the Distribution System personnel in the development of a Distribution System Water Quality Monitoring Plan and ultimately a Distribution System Optimization Plan.
- Work with the City’s contracted engineering firm in replacement of the Taylor Avenue Booster Pump Station and the equipment vendors on start-up training and operations.
- Work with contractor on additional new radios and equipment controls communications.
• Assist City Staff with the continued administration of the City’s Drinking Water Protection Plan that has been approved by the Oregon Health Authority Drinking Water Services.
• Assist with the development of a new Water System Master Plan.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2016-17
• Hosted tours of water treatment plant facilities to professional & community organizations.
• Participated in the ACOE and OWRD Willamette Basin Reservoir Storage Review Project.
• Purchased a new laboratory benchtop turbidimeter.
• Installed a new reagentless free chlorine analyzer at the Row River Water Treatment Plant.
• Installed a new water supply pump/motor for the Knox Hill Reservoirs Control’s building.
• Installed 2 new SCADA computers/monitors/software at the Row River Water Treatment Plant.
• Developed custom in-house membrane module cleaning system.
• Assisted City’s legal representatives with certification of the City’s Municipal water rights.
• Participated in Harmful Algae Bloom Stake Holders annual meeting and technical workshop.
• Assisted with and participated in Northwest Membrane Operator Association Workshops.
• Hosted a “Special” workshop for just PALL Corp. membrane water treatment operators.
• Installed new main flow control valves and actuators onto Row River WTP membrane racks.
• Staff attended various training workshops dealing with water treatment plant operations.
• Attended the City’s Drinking Water Protection Plan second annual stakeholders meeting.
• Constructing a new Distribution System Booster Pump Station for the Taylor Avenue area.
• Installed an emergency power generator and building at Knox Hill Reservoir site.
• Installed an emergency power generator and building at Holly Ave. Booster Pump Station.
• Installed 2 new GridBee Version 2 mixers into Knox Hill finished water storage reservoirs.
• Cleaned Knox Hill reservoirs and Row River Water Plant’s High Service Pump Station.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2016-17
• No significant changes being proposed.

FULL-TIME EQUIVALENT POSITIONS

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## PERFORMANCE MEASUREMENTS

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<td><strong>Meet EPA’s drinking water standards</strong></td>
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<td>Weekly: (DS) Bacteriological 4 per week Chlorine residual</td>
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### PERFORMANCE MEASUREMENTS

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<td>Every 3 years: (DS)</td>
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<td>39</td>
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<td>39</td>
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<td>pH</td>
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<td>Arsenic</td>
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<td>Due 2020</td>
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<td>Every 9 years: (DS)</td>
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RWS = Raw Water Source;  WTP = Water Treatment Plant;  EP = Entry Point;  DS = Distribution System
**DID YOU KNOW?**

**Water Production Facts**

- Total current treatment capacity of the Row River WTP = 4.0 Million Gallons per day.
- Average daily water production, winter months November - April = 1.0 Million Gallons
- Average daily water production, summer months May - October = 1.6 Million Gallons
- Peak daily water production, summer months July - September = 2.6 Million Gallons.
- Of all the earth’s water, 97% is salt water found in oceans and seas.
- Only 1% of the earth’s water is available for drinking water; 2% is currently frozen.
- You can refill an 8 ounce glass with water from your tap approximately 15,000 times for the same cost as a six pack of pop.
- In 1974, Congress passed the Safe Drinking Water Act to ensure that drinking water is safe for human consumption. The Act requires public water systems to monitor and treat drinking water for safety.
- The Row River Water Treatment Plant received Second Place honors in the DJC 2009 Top Projects competition for public works infrastructure construction/design, in the $5M to $15M category.

*Row River Water Treatment Plant Expansion and Improvements Dedicated in October 2008*

The Row River Water Treatment Plant received the 2016 Small Facility Outstanding Membrane Plant Award from the Northwest Membrane Operator Association.
## City of Cottage Grove
### Fiscal Year 2017-18 Budget

#### 202 WATER FUND

**202-240 WATER PRODUCTION**

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<tr>
<th>2014-15</th>
<th>2015-16</th>
<th>2016-17</th>
<th>2017-18</th>
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<tr>
<td>ACTUAL</td>
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<th>APPROVED</th>
<th>ADOPTED</th>
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| TOTAL EXPENDITURES | 539,220 | 552,948 | 623,380 | 626,740 | 626,740 | 626,740 |
OVERVIEW

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

OPERATIONAL OBJECTIVES

• Pay dues for membership in the American Water Works Association, Northwest Membrane Operator Association, Oregon Association of Water Utilities, Water ISAC (security), Oregon Lakes Association (harmful algae blooms info), and the American Public Works Association. Dues are also paid to the Oregon Water Utilities Council for representation in regard to water legislative issues.
• Training is provided for full-time employees that conduct the activities of the water utility.
• Fees are paid from this fund for water operator certification testing, licensing, and renewal.
• Pay fees to the Oregon Health Authority/DWS for Water System Surveys.
• Provide funding for utility billing printing and mailing costs.
• Provide funding for publication and postage fees for the mailing of special reports to the public. These reports include the Annual Consumer Confidence Report and water quality Public Notification Reports.
• Pay its allotment for administrative and general engineering services as well as any outstanding debt service.

BUDGET YEAR OBJECTIVES

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

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2016-17

• Supported the activities of Water Production and the Water Distribution.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2016-17

• No significant budget changes proposed.
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<th>2015-16</th>
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**MATERIALS & SERVICES**

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**CAPITAL OUTLAY**

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**DEBT SERVICE**

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**TRANSFERS**

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<thead>
<tr>
<th>2017-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>159,209</td>
</tr>
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**TOTAL MATERIALS & SERVICES**

<table>
<thead>
<tr>
<th>2017-18</th>
</tr>
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<tbody>
<tr>
<td>187,750</td>
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**CAPITAL OUTLAY**

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**DEBT SERVICE**

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**TRANSFERS**

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<tr>
<td>159,209</td>
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**TOTAL MATERIALS & SERVICES**

<table>
<thead>
<tr>
<th>2017-18</th>
</tr>
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<tbody>
<tr>
<td>187,750</td>
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202 WATER FUND

202-295 NON-DEPARTMENTAL
### 302-000 WASTEWATER FUND

#### REVENUE

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<td>45044 GOLF COURSE FEES</td>
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<td>45046 CLUB/CART RENTALS</td>
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<tr>
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<td>54070 INSURANCE PROCEEDS</td>
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<tr>
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<td>54250 TOTAL MISCELLANEOUS REVENUE</td>
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<td>14,840</td>
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<td><strong>1,976,671</strong></td>
<td><strong>2,047,850</strong></td>
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#### MISCELLANEOUS REVENUE

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<th>2017-18 APPROVED</th>
<th>2017-18 ADOPTED</th>
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<td>54050 AUCTION PROCEEDS</td>
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<tr>
<td>54070 INSURANCE PROCEEDS</td>
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<td>0</td>
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<tr>
<td>54250 RENTAL PROPERTY REVENUE</td>
<td>10,740</td>
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<tr>
<td>54250 TOTAL MISCELLANEOUS REVENUE</td>
<td>14,840</td>
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<td><strong>TOTAL MISCELLANEOUS REVENUE</strong></td>
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WASTEWATER COLLECTION

OVERVIEW
Wastewater Collection is a function of the Public Works Department with the primary function to collect and convey wastewater from the City’s customers to the City’s Wastewater Treatment Plant in a safe, efficient manner. The Wastewater Collection system contains 45.72 miles of sanitary sewer lines ranging in size from 4 to 36 inches in diameter.

OPERATIONAL OBJECTIVES
• Maintain and repair wastewater main lines including service lines within the street right-of-way.
• Provide utility locating service for underground wastewater lines.
• Investigate and monitor underground contaminants and evaluate effects on collection systems.
• Investigate and remove infiltration and inflow situations (storm water entering the sanitary sewer collection system).
• Clean wastewater lines and remove debris (rags, grease, gravel, and roots) when necessary.

BUDGET YEAR OBJECTIVES
• Continue filming the collection system to assess sewer pipe conditions

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2016-17
• Repaired sewer line failure at Oswald West and Gateway Blvd.
• Started condition assessment of the sewer collection system using the new camera system.

FULL-TIME EQUIVALENT POSITIONS

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<tr>
<th></th>
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<tbody>
<tr>
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<tr>
<td>Finance Clerk</td>
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<td>0.17</td>
<td>0.20</td>
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<tr>
<td>PW &amp; Development Director</td>
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<tr>
<td>Administrative Aide</td>
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<td>Clerical Assistant</td>
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<tr>
<td>City Engineer</td>
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<td>0.11</td>
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<tr>
<td>Utilities Maint. Supervisor</td>
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<td>0.17</td>
<td>0.17</td>
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<tr>
<td>Fleet &amp; Facilities Manager</td>
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<td>Utility Maintenance Workers</td>
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<tr>
<td><strong>Total FTE</strong></td>
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<td><strong>3.04</strong></td>
<td><strong>3.07</strong></td>
<td><strong>3.08</strong></td>
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### PERFORMANCE MEASUREMENTS

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</thead>
<tbody>
<tr>
<td>Provide a safe and effective</td>
<td>No. of service requests evaluated</td>
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<td>45</td>
<td>40</td>
<td>70</td>
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<tr>
<td>conveyance of wastewater</td>
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<td></td>
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<tr>
<td></td>
<td>No. of plugged sewer mains</td>
<td>20</td>
<td>25</td>
<td>30</td>
<td>28</td>
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<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>No. of lateral lines repaired</td>
<td>6</td>
<td>6</td>
<td>8</td>
<td>39</td>
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<td></td>
<td></td>
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<tr>
<td></td>
<td>No. of sewer spills reported</td>
<td>0</td>
<td>0</td>
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</tbody>
</table>

### DID YOU KNOW?

**Wastewater Collection Facts:**

- The Department maintains approximately 45.72 miles of sanitary sewer main lines.
- The Department responded to approximately 650 locate requests to locate the utility lines prior to excavation work being performed.
- 14 new sewer connections were made to the existing sewer system and 8 sewer laterals were repaired this year.
- There are a total of 3,609 sewer customers served by the City’s sanitary sewer collection system.
SANITARY SEWER IMPROVEMENT MAP

LEGEND

SANITARY SEWER LINE

PROJECT NO.

BASEN A
BASEN B
BASEN C
BASEN D
BASEN E
BASEN F
BASEN G
BASEN H
BASEN I
BASEN J
BASEN K
BASEN L
BASEN M
CITY LIMITS

SANITARY SEWER PROJECTS
PROJECTED CAPITAL IMPROVEMENT NEEDS

<table>
<thead>
<tr>
<th>No.</th>
<th>Project Description</th>
<th>Total Costs (4/30/17)</th>
<th>No.</th>
<th>Project Description</th>
<th>Total Costs (4/30/17)</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Intersection at Pinetree Ave. and Pinetree St.</td>
<td>436,957</td>
<td>7</td>
<td>Alley (Main &amp; Ash) from &quot;M&quot; St. to &quot;Q&quot; St.</td>
<td>195,930</td>
</tr>
<tr>
<td>2</td>
<td>Intersection at Chamberlain Ave. and 11th St.</td>
<td>87,378</td>
<td>8</td>
<td>Alley, Adam &amp; Washington from 13th to 15th St.</td>
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<tr>
<td>3</td>
<td>11th St. from Jefferson Ave. to Main St.</td>
<td>1,093,452</td>
<td>9</td>
<td>Washington &amp; Adams from 9th to 8th St.</td>
<td>113,315</td>
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<tr>
<td>4</td>
<td>Along 11th St. between Taylor Ave. and Harrison Ave.</td>
<td>349,213</td>
<td>10</td>
<td>Alley (East Main to Washington)</td>
<td>114,256</td>
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<td>Rehabilitation/Replacement of Structurally Deficient Pipes in Basin A</td>
<td>95,577</td>
<td>11</td>
<td>Bolt 154 Irrigation for reuse effluent</td>
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<tr>
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<td>Rehabilitation/Replacement of Structurally Deficient Pipes in Basin B</td>
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<td>Lane St. &amp; 16th St.</td>
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<tr>
<td></td>
<td>Rehabilitation/Replacement of Structurally Deficient Pipes in Basin C</td>
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<td>13</td>
<td>Back-up effluent pump with vault</td>
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<tr>
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<td>Rehabilitation/Replacement of Structurally Deficient Pipes in Basin D</td>
<td>329,022</td>
<td>14</td>
<td>Trailhead Park Sewer Relocation</td>
<td>47,873</td>
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<td>Rehabilitation/Replacement of Structurally Deficient Pipes in Basin E</td>
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<td>15</td>
<td>Drainage Projects at Golf Course</td>
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<td>Rehabilitation/Replacement of Structurally Deficient Pipes in Basin F</td>
<td>31,751</td>
<td>16</td>
<td>N. River Road (Main to Holly)</td>
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<td>Rehabilitation/Replacement of Structurally Deficient Pipes in Basin G</td>
<td>21,581</td>
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<td>N. River Road (Holly to Woodson)</td>
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<tr>
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<td>Inflow/Infiltration Corrective Work</td>
<td>389,81</td>
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<td>704 Quincy</td>
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<td>Project Identified on Master Plan Budgeted This Fiscal Year</td>
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<td>Miscellaneous Projects Including CCTV Inspections</td>
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ESTIMATED COSTS NOT FUNDED = $7,545,990
### City of Cottage Grove
### Fiscal Year 2017-18 Budget

#### 302 WASTEWATER FUND
#### 302-320 WASTEWATER COLLECTION

<table>
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<tr>
<th></th>
<th>2014-15 ACTUAL</th>
<th>2015-16 ACTUAL</th>
<th>2016-17 BUDGET</th>
<th>DESCRIPTION</th>
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<th>APPROVED</th>
<th>ADOPTED</th>
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<td>9,117</td>
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<td>8,987</td>
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<td>10,688</td>
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<td>80,732</td>
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</table>

<table>
<thead>
<tr>
<th>MATERIALS AND SERVICES</th>
<th>2014-15 ACTUAL</th>
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| TOTAL EXPENDITURES     | 306,029        | 306,741        | 347,290        | 365,345                              | 365,345  | 365,345  | 365,345 |
PUBLIC WORKS & DEVELOPMENT

WASTEWATER TREATMENT

OVERVIEW
The Wastewater Treatment Plant receives and processes all sanitary wastewater generated by users of the municipal wastewater system twenty-four hours a day, seven days a week. The Environmental Protection Agency, along with Oregon’s Department of Environmental Quality dictate standards for discharging effluent, bio-solids disposal, and water reuse which the City must meet or exceed. Staff maintains and repairs equipment as needed and monitors the processes to ensure standards are met.

OPERATIONAL OBJECTIVES
- Operate, maintain, and repair treatment site facilities and equipment.
- Conduct laboratory sampling and testing to control treatment processes and to assure compliance with discharge/disposal requirements.
- Implement new NPDES permit testing for Whole Effluent Toxicity, metals, and organic toxic testing.
- Remove and dispose of residual bio-solids from the treatment process. Bio-solids are hauled to a DEQ approved private facility for additional treatment and reclamation.

BUDGET YEAR OBJECTIVES
- Continue to operate and maintain treatment site facilities and equipment to meet governing standards.
- Hire a level 4 operator/supervisor for the plant.
- Continue to provide treated reuse water for irrigation to Middlefield Golf Course in greater quantities than last year.
- Design and build an effluent storage facility and irrigation system to utilize all the treated effluent during the discharge restricted months.
- Continue to seek opportunities to develop alternative energy sources for the facility.
- Contract with an engineering firm to assist City staff with the renewal of the NPDES permit.
- Continue to haul bio-solids to the Heard Farms facility, near Sutherlin, for disposal.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2016-17
- Performed routine maintenance throughout the plant. Repaired 24 items at the plant.
- West Yost Associates was chose to design the new storage and expanded effluent irrigation system.
### FULL-TIME EQUIVALENT POSITIONS

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### PERFORMANCE MEASUREMENTS

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Wastewater Treatment Facts:

- The Wastewater Treatment Plant is an activated sludge process. The plant is designed to reduce pollutant discharges, thermal loading, and nutrients to the Coast Fork Willamette River, which impact the ecology of the stream by reducing dissolved oxygen. The plant was designed and operates under a DEQ permit to allow summer discharges to be used as reuse irrigation water on the Middlefield Golf Course and other identified sites.
- Additional treatment parameters including reductions in phosphorous, ammonia, temperature and chlorine levels have been added to the City’s discharge permit.
- To protect the environment, reduce the potential for treatment failures resulting in fines and to improve maintenance schedules the WWTP has redundancy in digestion, secondary clarification, disinfection and residual processing.
- The plant’s peak instantaneous flow is 13 million gallons/day (MGD).
- Typical WWTP dry weather flow = 1.0 million gallons/day.
- WWTP wet weather design flow – 3.5 million gallons/day.
- The treatment plant has been designed for the City’s anticipated needs through the year 2025.
### City of Cottage Grove
#### Fiscal Year 2017-18 Budget

**302 WASTEWATER FUND**

#### 302-324 WASTEWATER TREATMENT PLANT

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#### MATERIALS AND SERVICES

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#### TOTAL MATERIALS AND SERVICES

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#### TOTAL EXPENDITURES

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PUBLIC WORKS & DEVELOPMENT

MIDDLEFIELD GOLF COURSE

OVERVIEW
Middlefield Golf Course is a beautiful, 18-hole, 5002 yard, par 67 executive public golf course that is surrounded by mature landscaping and the beautiful Row River. The budget provides for the operation, maintenance, and promotion of this course. The reason for the purchase of the course in 2006 was to use reclaimed water from the wastewater treatment plant for irrigation during the summer months to avoid additional costly treatment requirements to discharge into the river. The reclaimed water also provides valuable nutrients to the plants. The golf course is operated as a part of the Wastewater Treatment system.

OPERATIONAL OBJECTIVES
• Provide operation, maintenance, and improvements to Middlefield Golf Course.
• Enhance the usage of Middlefield Golf Course and sales at in the Pro shop.
• Provide training of employees to enhance the operation, maintenance and any improvements.

BUDGET YEAR OBJECTIVES
• Expand usage of course for traditional golf and soccer golf.
• Increase profit margins of Pro Shop and Deli.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2016-2017
• Hosted 9 community golf tournaments.
• Hosted Cottage Grove and Creswell high school golf teams for practice and tournaments.
• Converted the lighting in the Pro Shop to LED lighting.
• Changed aerator in the pond adjacent to Hole 18.
• Purchased Terraincut Mower for use at Middlefield.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2016-2017
• None

FULL-TIME EQUIVALENT POSITIONS

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## PERFORMANCE MEASUREMENTS

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## City of Cottage Grove

### Fiscal Year 2017-18 Budget

#### 302 WASTEWATER FUND

### 302-326 MIDDLEFIELD GOLF COURSE

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OVERVIEW
The Wastewater Non-Departmental budget accounts for expenditures that are common to all Wastewater Fund activities. Those include costs for audit, insurance, postage, administrative charges, education, professional organization costs, medical tests, operations engineering support and other general wastewater fund expenses.

OPERATIONAL OBJECTIVES
• Annual fees are paid from this fund as it relates to the City’s NPDES Permit.
• Pays dues for membership in the Oregon Association of Clean Water Agencies.
• Training is provided for full-time employees that conduct the activities of the wastewater utility.
• Fees are paid from this fund for wastewater operator and wastewater collections certification testing, licensing, and renewal.
• Funds portion of utility billing printing and mailing costs.
• Funds publication and postage fees for the mailing of special reports to the public.
• Pays allotment for administrative and general engineering services as well any outstanding debt service.

BUDGET YEAR OBJECTIVES
• To continue to support the activities of the Wastewater Fund.
# City of Cottage Grove

## Fiscal Year 2017-18 Budget

### 302 WASTEWATER FUND

#### 302-395 NON-DEPARTMENTAL

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

OPERATIONAL OBJECTIVES
• Complete minor repairs to the system infrastructure
• Clean storm drainage mainlines, catch basins, inlets and drainage channels
• Respond to underground locate requests and identify underground utilities
• Separate cross connections (storm water connected to sanitary sewer) when possible and reconnect to appropriate system.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2015-16
• Follow adopted 5 year utility rate plan and increase storm drain utility rates from $3.93 per equivalent service unit (ESU) to $4.24 per ESU. The rate increase is necessary to begin preparations to comply with additional Federal regulations when the City's population reaches 10,000.

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### PERFORMANCE MEASUREMENTS

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<td>of storm water</td>
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<td>8</td>
<td>3</td>
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<td></td>
<td>No. of drainage channels cleaned</td>
<td>23</td>
<td>25</td>
<td>8</td>
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### DID YOU KNOW?

**Storm Drainage Facts:**

- The Department maintains approximately 30.85 miles of storm drainage lines.
- The Department cleans and maintains approximately 600 catch basins.
- The Department responded to approximately 650 locate requests to locate the municipal lines prior to excavation work being performed.
- Average rainfall in Cottage Grove is 46 inches.
# City of Cottage Grove
## Fiscal Year 2017-18 Budget
### 402-420 STORM DRAIN UTILITY

<table>
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<tr>
<th></th>
<th>2014-15 ACTUAL</th>
<th>2015-16 ACTUAL</th>
<th>2016-17 BUDGET</th>
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## 402-420 STORM DRAIN UTILITY

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<th>2014-15</th>
<th>2015-16</th>
<th>2016-17</th>
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**TOTAL EXPENDITURES** | 378,818 | 440,192 | 409,530 | 429,050 | 429,050 | 429,050 |
INDUSTRIAL PARK OPERATIONS

OVERVIEW
The Industrial Park Operations Fund is set up to administer the development and sale or lease of industrial lots that were created by the City in the late 1990’s. The fund receives revenues from the sale or leases of land. Expenditures are made to maintain those properties owned by the City, for maintenance of the wetland located on the easterly portion of the industrial park, and for paying the debt for the development of the industrial park.

OPERATIONAL OBJECTIVES
• Sell the properties still in City ownership (lots 1, 2.1, & 4).
• Monitor sale agreements for monthly and final payments.
• Maintain open space and wetland areas.

BUDGET YEAR OBJECTIVES
• Work closely with Cottage Grove Community Development Corporation, Chamber of Commerce, Lane County, and Business Oregon to market available space within the park.
• List remaining properties with a Real Estate Broker.
## 502-520 INDUSTRIAL PARK OPERATIONS

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>2016-17</th>
<th>2016-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>41010 CARRYOVER</td>
<td>36,725</td>
<td>36,725</td>
</tr>
<tr>
<td>53200 INTEREST INCOME</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>54300 SALE OF PROPERTY</td>
<td>200,000</td>
<td>200,000</td>
</tr>
<tr>
<td>55001 TRANSFER FROM GENERAL FUND</td>
<td>25,500</td>
<td>25,500</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>262,240</td>
<td>262,240</td>
</tr>
</tbody>
</table>

### EXPENDITURES

**MATERIAL & SERVICES**

<table>
<thead>
<tr>
<th>Description</th>
<th>2016-17</th>
<th>2016-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>70100 AUDIT EXPENSE</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>71000 CONTRACTUAL SERVICES</td>
<td>75</td>
<td>75</td>
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<tr>
<td>71500 ELECTRICITY</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>73600 MISCELLANEUS SUPPLIES</td>
<td>500</td>
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<tr>
<td>79900 ADMINISTRATIVE FEE</td>
<td>70</td>
<td>70</td>
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<tr>
<td><strong>TOTAL MATERIALS &amp; SERVICES</strong></td>
<td>1,145</td>
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</table>

**DEBT SERVICE**

<table>
<thead>
<tr>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>90110-075 LOAN PRINCIPAL - LOCAP</td>
<td>0</td>
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<tr>
<td>90111-079 LOAN INTEREST - LOCAP</td>
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<tr>
<td>90116 LOCAP ADMINISTRATIVE FEE</td>
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<tr>
<td><strong>TOTAL DEBT SERVICE</strong></td>
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</tr>
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</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>2016-17</th>
<th>2016-17</th>
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</thead>
<tbody>
<tr>
<td>90217 TRANSFER TO DEBT SERVICE</td>
<td>61,095</td>
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<tr>
<td>99000 CONTINGENCY</td>
<td>200,000</td>
<td>200,000</td>
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<tr>
<td>99020 ENDING BALANCE</td>
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<td>0</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td>262,240</td>
<td>262,240</td>
</tr>
</tbody>
</table>

182,160 221,162 128,700