

CITY OF COTTAGE GROVE

ENTERPRISE FUNDS BUDGET SUMMARY

FUND/DEPARTMENT	FY2008-09 ACTUAL	FY2009-10 ACTUAL	FY2010-11 ACTUAL	FY2011-12 BUDGET	FY2012-13 ADOPTED
Water Fund					
Water Distribution	604,066	690,174	642,073	760,140	876,460
Water Production	453,207	466,120	474,888	522,025	548,865
Non-Departmental	450,836	484,858	640,307	556,675	442,300
Total Water Fund	1,508,109	1,641,152	1,757,268	1,838,840	1,867,625
Industrial Park Operations Fund	1,266,118	1,085,157	645,205	465,000	466,600
Storm Drain Utility Fund	201,779	225,402	264,521	291,925	274,040
Wastewater Fund					
Wastewater Collection	337,655	341,698	324,274	357,060	320,420
Wastewater Treatment Plant	516,437	434,362	488,450	550,375	629,115
Middlefield Golf Course	420,325	403,306	420,242	484,435	456,485
Non-Departmental	419,747	423,889	398,896	329,950	264,305
Total Wastewater Fund	1,694,164	1,603,255	1,631,862	1,721,820	1,670,325
Total Enterprise Funds	4,670,170	4,554,966	4,298,856	4,317,585	4,278,590



**City of Cottage Grove
Fiscal Year 2012-13 Budget**

**02-00 WATER FUND
REVENUE**

2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	DESCRIPTION	2012-13		
				PROPOSED	APPROVED	ADOPTED
321,424	313,784	409,700	41010 CARRYOVER	358,480	358,480	358,480
			CHARGES FOR SERVICES			
1,195,609	1,358,467	1,376,140	45010 SALE OF WATER	1,465,345	1,465,345	1,465,345
24,705	32,977	24,000	45020 SERVICE CONNECTION FEES	25,000	25,000	25,000
14,864	13,094	10,000	45030 INSTALLATION FEES	2,000	2,000	2,000
64,327	0	0	45500 MISC. CHARGES FOR SERVICES	0	0	0
1,299,505	1,404,537	1,410,140	TOTAL CHARGES FOR SERVICES	1,492,345	1,492,345	1,492,345
2,014	1,941	1,500	53200 INTEREST INCOME	1,500	1,500	1,500
			MISCELLANEOUS REVENUE			
2,556	1,204	1,500	54010 CREDIT BUREAU	2,000	2,000	2,000
364	2,370	1,000	54050 AUCTION PROCEEDS	300	300	300
15,288	33,432	15,000	54060 MISCELLANEOUS REVENUE	13,000	13,000	13,000
18,209	37,006	17,500	TOTAL MISCELLANEOUS REVENUE	15,300	15,300	15,300
1,641,152	1,757,268	1,838,840	TOTAL REVENUE	1,867,625	1,867,625	1,867,625



DEPARTMENT: WATER DISTRIBUTION**OVERVIEW**

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

DEPARTMENT OPERATIONAL OBJECTIVES

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

BUDGET YEAR OBJECTIVES

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

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2011-12

- Increased utilization of City personnel and equipment for the replacement of various small and large water lines.
- Installed 720' of 12" waterline on Taylor Avenue and 1720' of 12" waterline on Sweet Lane.
- Installed new fire hydrants and repaired damaged hydrants.
- Continued the administration/enforcement/evaluation aspects of the backflow device program.
- Assisted contractors in their ability to connect to the City's water system.

- Performed water main line taps and installed services for new residential and commercial customers.
- Installed an auto-flusher, on the remaining 1.6 mile section of 14" transmission line between Dorena Mobile Home Park and the City limits, which helps maintain proper chlorine residual in the line.
- Repaired leaks on the distribution system main lines.
- Performed flushing, chlorination and bacteriological testing on all new water mains constructed by contractors prior to the lines being accepted into the City water system.
- Provide on-going technical assistance to the Row River Valley Water District.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2011-12

- Reallocated personnel between various funds.

Position	FULL-TIME EQUIVALENT POSITIONS			
	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12	Proposed 2012-13
Utilities Clerk	0.50	0.50	0.50	0.53
Finance Clerk	-	0.15	0.23	0.25
Public Works Director	0.25	0.35	0.20	0.25
Administrative Aide	0.30	0.50	0.30	0.30
Clerical Assistant	0.50	0.60	0.45	0.48
Permit Specialist	-	-	0.05	-
City Engineer	0.15	0.20	0.15	0.21
Utilities Maint. Supervisor	0.50	0.45	0.45	0.50
Fleet & Facilities Manager	0.35	0.40	0.35	0.40
Utility Maintenance Workers	4.15	3.93	3.88	4.29
	6.70	7.08	6.56	7.21



PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2008-09	Actual 2009-10	Actual 2010-11	Estimate 2010-11
Provide customers high quality drinking water	No. of backflow devices	1,249	1,348	1,319	1,343
	No. of backflow inspections	189	204	120	150
	No. of service requests evaluated	52	127	138	142
	No. of repairs on distribution system	51	106	76	132
Provide contractors and public with pertinent information as it relates to water distribution system	No. of locates	625	631	601	553
	Promotion of "call before you dig" service	√	√	√	√

* - data not available



April 24, 2012 Taylor Avenue Waterline Replacement



DID YOU KNOW?

Water Distribution Facts:

- Provides maintenance and operation of approximately 49 miles of water mains ranging in size from 2-inches to 18-inches in diameter.
- The water distribution system network contains two reservoirs with a storage capacity of 4.3 million gallons.
- Three pressure booster pump stations to serve customers at: Taylor Avenue / Parks Road / Cambria Place, Cottage Heights and Hidden Valley Estates II subdivisions.
- 395 fire hydrants within the distribution system.
- Approximately 3,983 metered water service connections (3,779 active accounts as per March 2012 billing and approximately 204 accounts idle).
- 45 fire service connections.
- One pressure regulating station

From July 1, 2011 to date:

- Over 114 existing water meters were replaced because they were stopped, fogged, damaged or unable to be read.
- Approximately 462 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 936 requests to turn water on or off were received from customers.
- Approximately 553 utility locate requests were received to locate the City's underground water facilities.
- Approximately 86 customer leaks were field checked.
- There are approximately 1,275 private backflow devices throughout the municipal water system. 68 of the devices are on city buildings and parks water services.

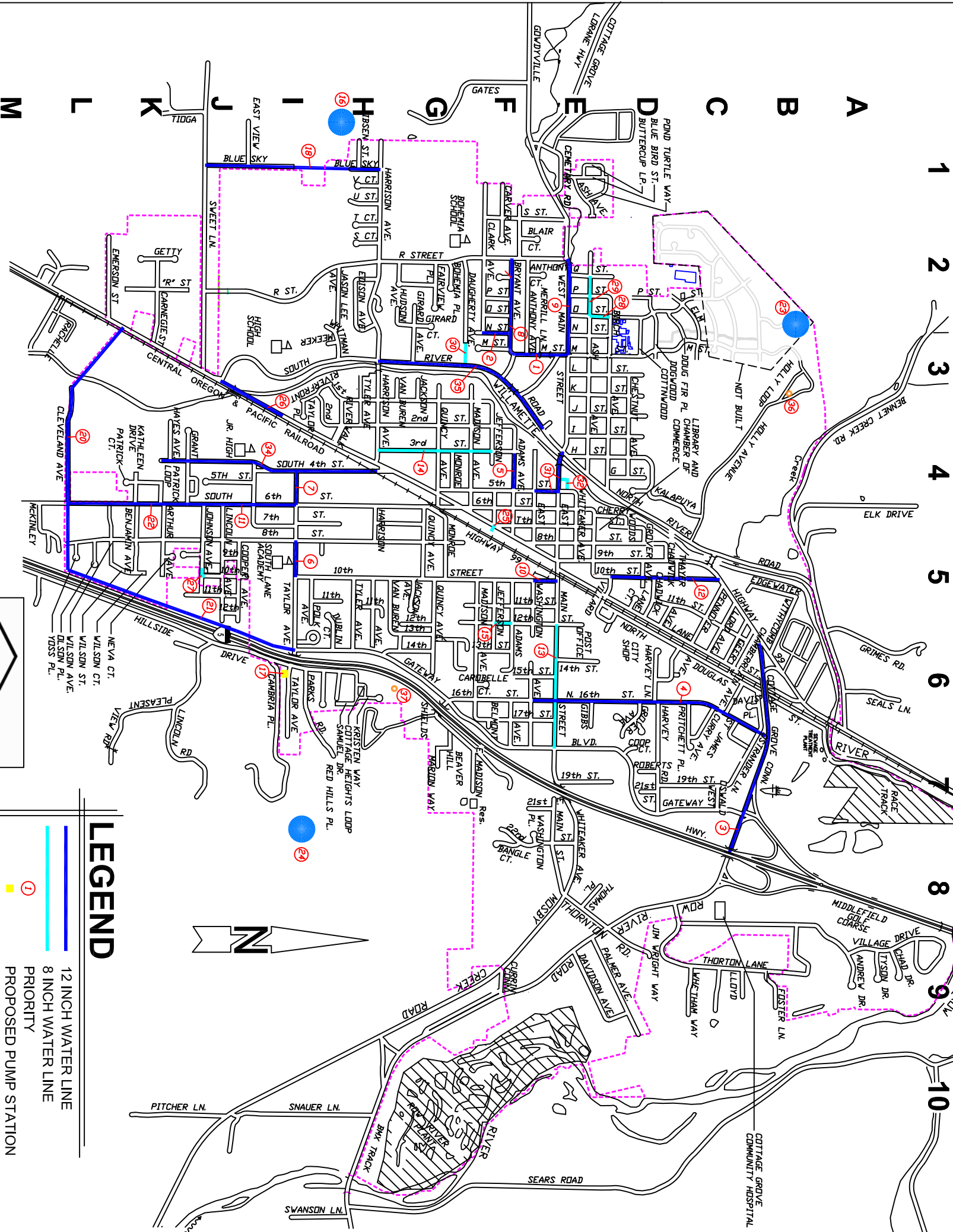
WATER PROJECTS PROJECTED CAPITAL IMPROVEMENT NEEDS

Map No.	Project	Total Costs (4/2010 \$)	Map No.	Project	Total Costs (4/2010 \$)
1	12 inch on "M" St. from Main - Bryant	58,400		12" Valves	93,300
2	12" on "N" St. from Bryant - Clarke	3,100	18	12" on Blue Sky from Harrison - Sweet Lane	165,700
3	12" on Cottage Grove Conn. From Hwy 99 to Row River Rd.	164,900	19	12" on Sweet Lane from Hwy. 99 to Blue Sky Dr. Completed FY 11-12	0
4	12" on 16th St. from Cottage Grove Conn. to Washington Ave.	304,900	20	12" on Cleveland Ave. from Hwy. 99 to I-5	308,000
5	12" on Washington Ave. from 3rd - 5th	46,700	21	12" along west side of I-5	276,900
6	12" on Taylor from 8th - 10th	41,200	22	12" on S. 6th from Grant - Cleveland	140,800
7	12" on Taylor from 4th - 6th	38,900	25	Jim's Tire (Replace 2" under Hwy 99)	21,200
8	12" on Bryant from "R" - "M"	98,000	26	Hwy 99 from S. River Rd. to River Walk Subdivision	65,700
9	12" on Main St. from "R" - "M"	106,700	27	10th St. & Johnson Ave.	5,800
10	12" on 10th St. Washington - Main	12,400	28	N. "O" St. from Ash - Birch	11,100
11	12" on 6th St. from Taylor - Grant	87,900	29	Ash Ave. from "O" - "Q"	38,200
12	8" on 10th St. from Villard - Hwy. 99	88,800	30	Daugherty Ave. Loop	14,700
13	8" on Main St. from 12th St. to Gateway Blvd.	96,900	31	N. River Rd./Main St. across bridge to S. 5th St./Washington	201,300
14	8" on 3rd St. from Harrison - Jefferson	92,000	32	Loop 8-inch at City Hall	27,800
15	8" on 12th St. from Jefferson - Adams	10,100	33	Replace 14 inch transmission main to Schwartz Park Completed FY 11-12	0
	8" Valves	18,200		S. 3rd from Quincy - Harrison	86,600
16	New 3.1 MG Reservoir (West Side)	3,014,300	34	Replace 10" AC line on S. 4th St.	314,200
17	New Taylor St. Pump Station	278,200	35	S. River Rd. from Nellis - Harrison	237,100
23	New 1.25 MG Reservoir (McFarland Butte)	1,215,500	36	Backup generator at Holly Pump Station	36,900
24	New 1.05 MG Reservoir (Knox Hill)	1,021,000	37	Backup generator at Landess Pump Station	38,800
	Add an addition 2 MGD Capacity to Water Treatment Plant	1,100,000		Yearly Program to upsize all water lines less than 8 inches in diameter to 8 inch pipe that not listed above	9,000,000
PROJECT IDENTIFIED ON MASTER PLAN					
BUDGETED THIS FISCAL YEAR					

TOTAL OF ESTIMATED COSTS NOT FUNDED = \$18,982,200



WATER IMPROVEMENT MAP



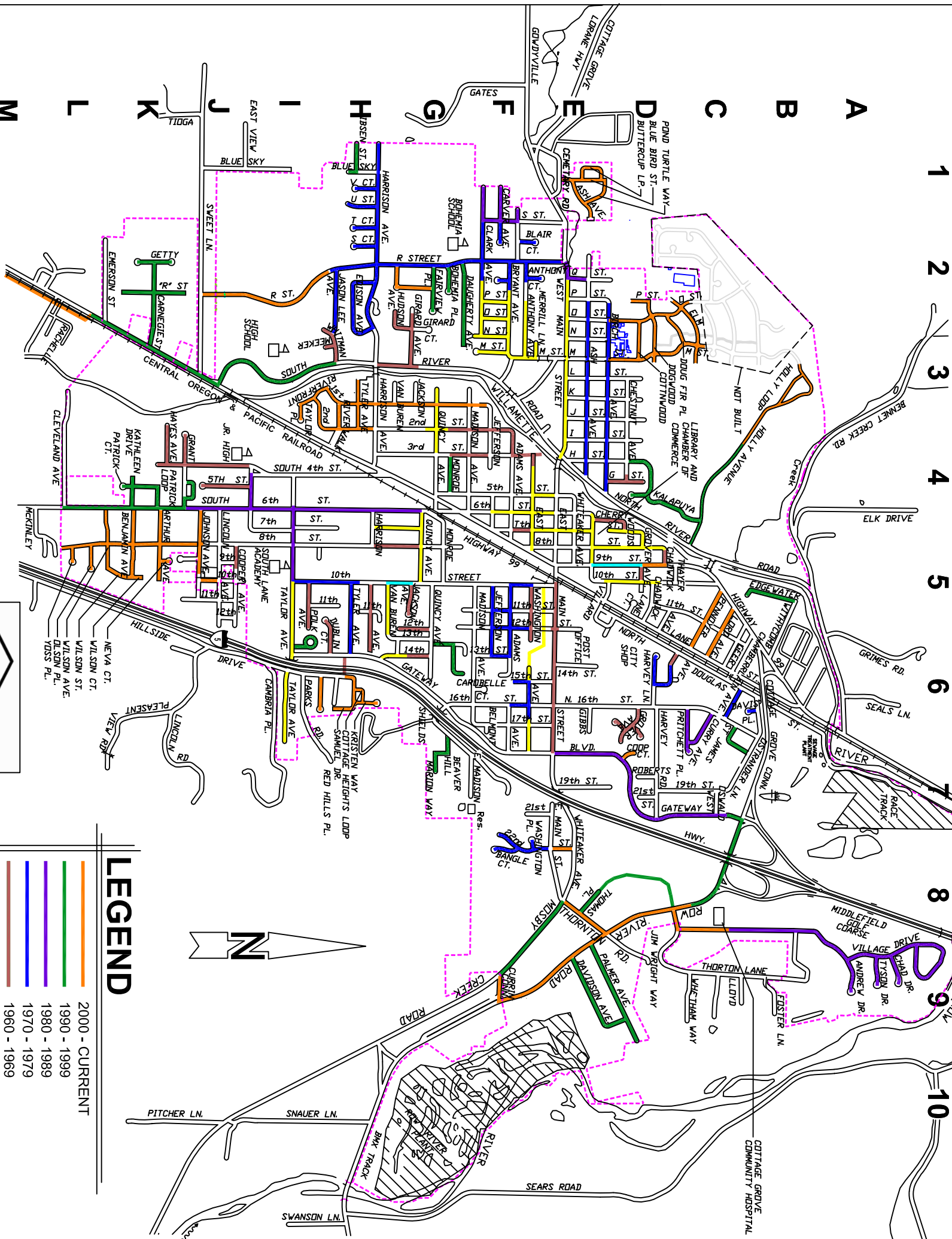
LEGEND

- 12 INCH WATER LINE
- 8 INCH WATER LINE
- PRIORITY
- PROPOSED PUMP STATION
- PROPOSED BACKUP GENERATOR
- FUTURE RESERVOIRS
- CITY LIMITS

STREET INDEX

1st STREET	F3	IBSEN STREET	H1
2nd STREET	G4	J STREET	E3
3rd STREET	G4	JACKSON AVENUE	G3, G5
4th STREET	H4	JASON LEE AVENUE	H2
5th STREET	F4	JEFFERSON STREET	F4, F6
6th STREET	F4	JIM WRIGHT WAY	C8
7th STREET	F4	JOHNSON AVENUE	J5
8th STREET	E5	K STREET	E3
9th STREET	D5	KALAPUYA COURT	C4
10th STREET	D5	KALAPUYA WAY	D4
11th AVENUE	F5, H5, J5	KATHLEEN DRIVE	K4
12th STREET	F5, G5	L STREET	E3
13th STREET	F5, H5	LANDESS ROAD	G7
14th STREET	F6	LANE AVENUE	C5
15th STREET	F6	LANE COURT	D5
16th STREET	E6, G6	LINCOLN AVENUE	J4
17th STREET	F6	LLOYD AVENUE	B9
19th STREET	E7	LORD AVENUE	B6
ANDREW DR.	E7	M STREET	E3
ARTHUR AVENUE	A9	MADISON AVENUE	F3, F7
ASH AVENUE	K5	MCKINLEY AVENUE	M5
BANGLE COURT	E3	MEEKER AVENUE	I3
BELMONT AVENUE	F8	MONROE AVENUE	G4, G5
BENJAMIN AVENUE	K5	MOSBY CREEK ROAD	E9
BIRCH STREET	D3	N STREET	E2
BLUE BIRD LOOP	E1	NORTH DOUGLAS	C6, D6
BLUE SKY DRIVE	J1	O STREET	E2
BOARDWALK PLACE	J4	OSTRANDER LANE	B7
BRYANT AVE.	F2, F3	OSWALD WEST	C7
BUTTERCUP LOOP	E1	P STREET	E2
C.G. LORANE HIGHWAY	E1	PALMER AVENUE	D9
CAMBRIA PLACE	I6	PARKS ROAD	H7
CARBELLE COURT	F6	PATRICK COURT	K4
CARNEGIE STREET	K3	PATRICK LOOP	K4
CARVER AVENUE	F1	PENNOYER AVENUE	C5
CEMETERY ROAD	E1	PIECE AVENUE	H5
CHAD DRIVE	A9	PITCHER LANE	K10
CHADWICK AVENUE	D5	PLEASENT VIEW DRIVE	K7
CHAMBERLAIN AVENUE	C6	PLEASENT VIEW ROAD	K7
CHERRY STREET	D4	POLK AVENUE	I5
CHESTNUT AVENUE	D3	POND TURTLE WAY	E1
CLARK AVENUE	F2	PRICHETT PLACE	C6
COLUMBIA COURT	L4	Q STREET	E2
COOPER AVENUE	D5	QUINCY AVENUE	G4, G5, G6
C.G. CONNECTOR	I5	R STREET	G2
CURRIN CONNECTOR	F9	RACHEL AVENUE	L3
CURRY AVENUE	C6	ROBERTS PLACE	D7
DAUGHERTY AVENUE	F2	ROW RIVER ROAD	C8
DAVIDSON AVENUE	D9	S COURT	H2
DAVIS PLACE	B6	S STREET	E2
DUBLIN COURT	H6	SEALS LN.	A6
EAST MAIN STREET	E4, E7	SEARS ROAD	E10
EAST VIEW AVENUE	I1	SHIELDS AVENUE	G7
EDGEWATER STREET	B5	SNAUER LANE	H10
EDISON AVENUE	H2	SOUTH DOUGLAS	G4
ELK DRIVE	A4	SOUTH RIVER ROAD	I3
EMERSON STREET	K2	S. 4th STREET	I4
FAIRVIEW PLACE	G2	S. 6th STREET	J4
FAIRVIEW LOOP	G2	St. JAMES PLACE	C7
FILLMORE AVENUE	I4	SWANSON LANE	H10
FOSTER LANE	B9	SWEET LANE	J2
G STREET	D4	T COURT	H2
GATES STREET	F1	TALEMENA DRIVE	I5, I6
GATEWAY BOULEVARD	C6	TAYLOR AVENUE	C5
GEER AVENUE	G6	THAYER AVENUE	D8
GETTY CIRCLE	K2	THOMAS PLACE	D9
GIBBS AVENUE	D6	THORNTON ROAD	C9
GIRARD AVENUE	G2	THORNTON LANE	H6
GOWDVILLE ROAD	F1	TYLER AVENUE	A9
GRANT STREET	J4	TYSON DRIVE	H1
GROVER AVENUE	D5	U STREET	H1
H STREET	E4	VAN BUREN AVENUE	G3, G5
HARRISON AVENUE	H2	VILLAGE DRIVE	A8
HARVEY LANE	D6, D7	WASHINGTON AVENUE	D5
HAYES AVENUE	K5	WASHINGTON PLACE	E5, E6
HILLSIDE DRIVE	B3	WEST MAIN	E8
HOLLY AVENUE	G2	WHEATHAM WAY	E2, E4
HUDSON AVENUE	I4	WHITEAKER AVENUE	C9
HIGHWAY 99	C5	WHITMAN AVENUE	E5, E8
HIGHWAY 99 NORTH	I4	WILLAMETTE CT.	H3
HIGHWAY 99 SOUTH	E4	WILSON ST.	K6
I STREET	C8, J6	WITHCOMB AVENUE	B5
INTERSTATE 5		WOODS AVENUE	D5

WATER SYSTEM AGE



12/09

STREET INDEX

1st STREET	F3	IBSEN STREET	H1
2nd STREET	G4	J STREET	E3
3rd STREET	G4	JACKSON AVENUE	G3, G5
4th STREET	H4	JASON LEE AVENUE	H2
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BANGLE COURT	F8	MONROE AVENUE	G4, G5
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BLUE SKY DRIVE	J1	OSTRANDER LANE	B7
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C.G. LORANE HIGHWAY	E1	PATRICK COURT	H7
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CARVER AVENUE	F1	PITCHER LANE	K10
CEMENTERY ROAD	E1	PLEASANT VIEW DRIVE	K6
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COLUMBIA AVENUE	D5	R STREET	G2
COOPER AVENUE	I5	RACHEL AVENUE	L3
C.G. CONNECTOR	B7	ROBERTS PLACE	D7
CURRIN CONNECTOR	F9	ROW RIVER ROAD	C8
CURRY AVENUE	C6	S COURT	H2
DAUGHERTY AVENUE	F2	S STREET	A6
DAVIDSON AVENUE	D9	SEALS LN.	E2
DAVIS PLACE	B6	SEARS ROAD	E10
DUBLIN COURT	H6	SHIELDS AVENUE	G7
EAST MAIN STREET	E4, E7	SNAUER LANE	H10
EAST VIEW AVENUE	I1	SOUTH DOUGLAS	G4
EDGEWATER STREET	B5	SOUTH RIVER ROAD	I3
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GEER AVENUE	C6	THORNTON ROAD	D9
GETTY CIRCLE	K2	TYLER AVENUE	C9
GIBBS AVENUE	D6	TYLER DRIVE	H6
GIRARD AVENUE	G2	TYSON DRIVE	A9
GOWDVILLE ROAD	F1	U STREET	H1
GRANT STREET	J4	V COURT	H1
GRIMES ROAD	A6	VAN BUREN AVENUE	G3, G5
GROVER AVENUE	D5	VILLAGE DRIVE	A8
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I STREET	E4		
INTERSTATE 5	C8, J6		

**City of Cottage Grove
Fiscal Year 2012-13 Budget**

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

2012-13

2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
PERSONNEL SERVICES						
18,840	18,840	19,315	60240 UTILITIES CLERK - 0.53 FTE	21,225	21,225	21,225
0	4,353	6,995	60250 FINANCE CLERK -0.25 FTE	8,035	8,035	8,035
20,650	16,922	17,350	60400 PUBLIC WORKS DIRECTOR - 0.25 FTE	22,120	22,120	22,120
12,607	12,607	12,925	60410 ADMINISTRATIVE AIDE - 0.30 FTE	13,190	13,190	13,190
18,750	18,541	17,380	60420 CLERICAL ASSISTANT - 0.48 FTE	19,225	19,225	19,225
0	0	1,570	60425 PERMIT SPECIALIST - .0 FTE	0	0	0
10,952	10,945	11,210	60430 CITY ENGINEER - 0.21 FTE	16,005	16,005	16,005
32,544	29,290	30,025	60440 UTILITIES MAINT. SUPERVISOR - 0.50 FTE	34,030	34,030	34,030
23,083	23,083	23,665	60450 FLEET & FACILITIES MANAGER - 0.40 FTE	27,580	27,580	27,580
180,994	180,587	186,505	60480 UTILITY MAINTENANCE WORKER - 4.29 FTE	218,070	218,070	218,070
3,718	1,345	6,000	61100 OVERTIME	4,800	4,800	4,800
10,462	9,956	11,060	62010 WORKERS' COMPENSATION	13,355	13,355	13,355
495	994	1,845	62020 UNEMPLOYMENT	2,115	2,115	2,115
23,977	23,658	25,470	62030 FICA	29,400	29,400	29,400
294	278	260	63010 LIFE INSURANCE	280	280	280
45,395	43,697	56,765	63020 RETIREMENT	65,540	65,540	65,540
1,627	1,540	1,510	63030 DISABILITY INSURANCE	1,820	1,820	1,820
99,350	102,304	106,440	63040 HEALTH INSURANCE	144,020	144,020	144,020
503,740	498,940	536,290	TOTAL PERSONNEL SERVICES	640,810	640,810	640,810
MATERIALS AND SERVICES						
24,279	8,247	14,000	71000 CONTRACTUAL SERVICES	20,000	20,000	20,000
602	972	1,300	71210 CLOTHING ALLOWANCE	1,300	1,300	1,300
13,779	16,404	16,000	71500 ELECTRICITY	18,200	18,200	18,200
8,458	8,133	8,300	71520 TELEPHONE	8,550	8,550	8,550
2,732	3,574	3,550	71530 NATURAL GAS	3,600	3,600	3,600
11,337	16,860	15,000	71540 FUEL & LUBRICANTS	16,000	16,000	16,000
1,417	1,417	1,500	71560 COMMUNICATIONS SERVICE	1,500	1,500	1,500
1,054	1,111	4,500	71700 BUILDING MAINT. & REPAIR	4,500	4,500	4,500
20,874	14,677	18,300	71710 EQUIPMENT MAINT. & REPAIR	18,300	18,300	18,300
2,539	1,976	6,500	71720 VEHICLE MAINT. & REPAIR	6,500	6,500	6,500
360	71	400	71730 RADIO MAINT. & REPAIR	400	400	400
0	377	500	72000 COMPUTER SERVICE & SUPPLIES	500	500	500
240	426	800	72010 OFFICE SUPPLIES	800	800	800
3,608	3,350	5,000	72100 MINOR EQUIPMENT & TOOLS	7,000	7,000	7,000
7,241	0	12,000	72120 EQUIP. RENTAL & LEASE	10,000	10,000	10,000
1,303	997	1,200	72400 LAB TESTS & SUPPLIES	1,000	1,000	1,000
256	0	500	72410 TREATMENT CHEMICALS	1,000	1,000	1,000
1,399	1,699	1,500	72510 SAFETY EQUIPMENT	1,500	1,500	1,500
676	492	1,000	72600 CLEANING SUPPLIES	1,000	1,000	1,000
10,145	7,078	10,000	73000 SAND & GRAVEL	10,000	10,000	10,000
2,009	2,331	3,000	73010 ASPHALT & CONCRETE	3,000	3,000	3,000
48,803	31,317	65,000	73100 WATER PIPE & APPURTENANCES	65,000	65,000	65,000
2,404	6,488	6,000	73110 HYDRANTS	8,000	8,000	8,000
14,260	10,055	20,000	73120 WATER METERS	20,000	20,000	20,000
6,659	5,081	8,000	73600 MISC. SUPPLIES & EXPENSE	8,000	8,000	8,000
186,434	143,133	223,850	TOTAL MATERIALS AND SERVICES	235,650	235,650	235,650
690,174	642,073	760,140	TOTAL EXPENDITURES	876,460	876,460	876,460



DEPARTMENT: WATER PRODUCTION**OVERVIEW**

The Water Production Department operates and maintains a gravity feed raw water surface intake facility, a shallow horizontal well (for emergency only), a river bank raw water pumping facility, a treatment plant raw water pumping station and the water production treatment plant, a finished water high service pumping station, two finished water high level storage reservoirs, three finished water booster pumping stations and a pressure regulating station.

Water Production also monitors, protects, and influences watershed management, in conjunction with Federal, State and Local agencies and private landowners.

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

DEPARTMENT OPERATIONAL OBJECTIVES

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

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

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

BUDGET YEAR OBJECTIVES

- Revise and update water quality monitoring and sampling plans to meet EPA regulations.
- Continue to provide assistance in certificating the water rights for the Row River Water Treatment Plant.
- Be an active and supportive member of the newly formed Northwest Membrane Operator Association.
- Attend trainings for advanced operation of membrane filtration water treatment facilities.
- Investigate opportunities to improve processing operations of the water treatment plant.
- Continue to assist contracted engineering firm and construction contractor with repairs to the finished water storage reservoirs located on Knox Hill.
- Continue participation in a second year of Harmful Algae Blooms Study. The study is monitoring local reservoirs and rivers to identify algae species and their potential to produce toxins.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2011-12

- Hosted tours of water treatment plant facilities to professional & community organizations.
- Participated in local high school career fairs to share opportunities in the water industry.
- Participated in the local American Water Works Association Cascade to Coast Subsection “Best Tasting Water Contest” winning third place.
- Partnered with other agencies to study Harmful Algae Blooms (HABS) in local waters to monitor, sample and conduct specialized laboratory tests to determine individual Blue Green Algae species present and each species potential, if any, to produce toxins.
- All department personnel attended various training seminars to improve operational skills.
- Participated in ORWARN, an emergency response network for utilities.
- Assisted Coast Fork Willamette Watershed Council in Row River Nature Park improvements.
- Assisted City’s legal department with certification of City’s water rights on the Row River.
- Provided a 400 hour field experience internship for a Linn-Benton Community College student.
- Installed sidewalk at entrance to building and partially paved water treatment plant site.
- Replaced two problematic water treatment plant air compressors.
- Assisted engineering firm in designing repairs of the Knox Hill finished water storage reservoirs.
- Constructed two new 45’ X 150’ backwash solids drying beds at the water treatment plant.
- Modified water treatment plant backwash settling ponds inlet baffling system.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2011-12

- No significant changes being proposed.

Position	FULL-TIME EQUIVALENT POSITIONS			
	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12	Proposed 2012-13
Public Works Director	0.15	0.15	0.15	0.15
Administrative Aide	0.05	0.05	0.05	0.05
Clerical Assistant	0.10	0.10	0.10	0.10
City Engineer	0.05	0.05	0.05	0.05
Fleet & Facilities Manager	0.05	0.05	0.05	0.05
Water Production Supt.	1.00	1.00	1.00	1.00
Utility Maintenance Workers	2.05	2.05	2.05	2.05
Temporary Worker	0.14	0.16	0.16	0.14
	3.59	3.61	3.61	3.59

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2009	Actual 2010	Actual 2011	Estimate 2012
Meet EPA's drinking water standards	Potable Water Produced (million gallons per year)	594.8	541.0	441.0	440.0
	Number of consumer confidence reports mailed	4,199	4,080	4,337	4,350
Sampling & Testing					
Daily: (WTPs)					
	chlorine residual @ EP	730	666	365	365
	pH @ EP	730	666	365	365
	temperature @ EP	730	666	365	365
	turbidity of filtered water every 4 hours	3,211	2,655	831	830
Weekly: (per DS)					
	Bacteriological 4 per week	207	199	192	212
	Chlorine residual	207	199	192	212
Monthly: (RWSs)					
	Total and E.coli Bacteriological of raw water source	18	22	12	12
Quarterly: (WTPs)					
	Total Organic Carbon of raw water source	8	8	4	4
	Alkalinity of raw water source	8	8	0	0
	Total Organic Carbon of filtered water	8	8	4	4

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2009	Actual 2010	Actual 2011	Estimate 2012
Meet EPA's drinking water standards	Sampling & Testing (cont.)				
	Annually: (WTPs)				
	Trihalomethanes	8	8	4	4
	Holacetic Acids	10	10	5	5
	Nitrate	2	2	1	1
	Volatile Organics - regulated	42	42	23	23
	Volatile Organics - non-regulated	42	42	22	22
	Every 3 years: (WTPs)				
	Synthetic Organic Chemicals	Due 2011	Due 2011	100	Due 2014
	Every 3 years: (DS)				
	Lead	40	Due 2012	Due 2012	40
	Cooper	40	Due 2012	Due 2012	40
	pH	14	Due 2012	Due 2012	14
	Every 6 years: (RWSs)				
	Radionuclides - Uranium	2	Due 2015	Due 2015	Due 2015
	Every 9 years: (RWSs)				
	Radionuclides - Radium 226/228	Due 2015	Due 2015	Due 2015	Due 2015
	Radionuclides - Gross Alpha	Due 2015	Due 2015	Due 2015	Due 2015
	Every 9 years: (WTPs)				
	Inorganic Chemicals	Due 2011	Due 2011	20	Due 2020
	Nitrite	Due 2011	Due 2011	1	Due 2020
	Arsenic	2	Due 2011	1	Due 2020
	Every 9 years: (DS)				
	Asbestos	Due 2011	Due 2011	1	Due 2020

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



DID YOU KNOW?

Water Production Facts:

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



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



Row River WTP Water Analysis Lab



Membrane Module Cut-Away

**City of Cottage Grove
Fiscal Year 2012-13 Budget**

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

			2012-13			
2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
PERSONNEL SERVICES						
12,390	12,692	13,010	60400 PUBLIC WORKS DIRECTOR - 0.15 FTE	13,275	13,275	13,275
2,126	2,126	2,180	60410 ADMINISTRATIVE AIDE - 0.05 FTE	2,225	2,225	2,225
3,768	3,768	3,865	60420 CLERICAL ASSISTANT - 0.10 FTE	4,005	4,005	4,005
3,651	3,648	3,740	60430 CITY ENGINEER - 0.05 FTE	3,815	3,815	3,815
3,298	3,298	3,385	60450 FLEET & FACILITIES MANAGER - 0.05 FTE	3,450	3,450	3,450
64,212	64,212	65,820	60460 WATER PRODUCTION SUPERVISOR - 1.0 FTE	67,140	67,140	67,140
92,987	97,449	102,080	60480 UTILITY MAINTENANCE WORKER - 2.05 FTE	109,950	109,950	109,950
2,375	2,313	3,060	61000 TEMPORARY WORKER - 0.0 FTE	0	0	0
0	0	0	61010 REGULAR PART TIME WORKER - 0.14 FTE	3,000	3,000	3,000
4,586	3,799	6,500	61100 OVERTIME	5,500	5,500	5,500
7,264	7,499	8,290	62010 WORKERS' COMPENSATION	8,940	8,940	8,940
283	575	1,120	62020 UNEMPLOYMENT	1,170	1,170	1,170
14,130	14,468	15,580	62030 FICA	16,245	16,245	16,245
153	153	145	63010 LIFE INSURANCE	145	145	145
25,794	26,896	34,935	63020 RETIREMENT	36,955	36,955	36,955
838	840	825	63030 DISABILITY INSURANCE	905	905	905
56,514	61,168	63,990	63040 HEALTH INSURANCE	75,645	75,645	75,645
294,369	304,905	328,525	TOTAL PERSONNEL SERVICES	352,365	352,365	352,365
MATERIALS AND SERVICES						
8,082	10,953	11,000	71000 CONTRACTUAL SERVICES	11,000	11,000	11,000
59,460	67,752	66,000	71500 ELECTRICITY	68,000	68,000	68,000
13,916	11,637	13,000	71520 TELEPHONE	13,000	13,000	13,000
5,599	3,865	5,500	71540 FUEL & LUBRICANTS	6,000	6,000	6,000
324	324	400	71560 COMMUNICATIONS SERVICE	400	400	400
3,232	13	4,000	71700 BUILDING MAINT. & REPAIR	4,000	4,000	4,000
17,745	3,578	20,000	71710 EQUIPMENT MAINT. & REPAIR	22,000	22,000	22,000
713	19,199	3,000	71720 VEHICLE MAINT. & REPAIR	2,000	2,000	2,000
464	952	1,000	71730 RADIO MAINT. & REPAIR	500	500	500
0	0	1,000	71750 METER MAINT. & REPAIR	500	500	500
361	384	1,000	72000 COMPUTER SERVICE & SUPPLIES	1,000	1,000	1,000
38	338	500	72010 OFFICE SUPPLIES	500	500	500
1,632	2,423	2,000	72100 MINOR EQUIPMENT & TOOLS	1,800	1,800	1,800
0	0	1,000	72120 EQUIPMENT RENTAL & LEASE	1,000	1,000	1,000
12	1,491	1,800	72300 BUILDING SUPPLIES	1,500	1,500	1,500
16,649	11,413	20,000	72400 LAB TESTS & SUPPLIES	20,000	20,000	20,000
41,611	33,786	40,000	72410 TREATMENT CHEMICALS	40,000	40,000	40,000
661	67	300	72510 SAFETY EQUIPMENT	300	300	300
1,251	1,807	2,000	73600 MISC. SUPPLIES & EXPENSE	3,000	3,000	3,000
171,752	169,983	193,500	TOTAL MATERIALS AND SERVICES	196,500	196,500	196,500
466,120	474,888	522,025	TOTAL EXPENDITURES	548,865	548,865	548,865

DEPARTMENT: WATER NON-DEPARTMENTAL**OVERVIEW**

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

DEPARTMENT OPERATIONAL OBJECTIVES

- Department pays dues for membership in the American Water Works Association, American Membrane Technology Association and the American Public Works Association. Dues are also paid to the League of Oregon Cities for representation of water legislative issues.
- Training is provided for full-time employees that conduct the activities of the water utility.
- Fees are paid from this fund for water operator certification testing, licensing, and renewal.
- Department pays fees to the Oregon Health Authority/DWP for Water System Surveys.
- The department provides funding for utility billing printing and mailing costs.
- The department provides funding for publication and postage fees for the mailing of special reports to the public. These reports include the Annual Consumer Confidence Report and water quality Public Notification Reports.
- Department pays its allotment for administrative and general engineering services as well as any outstanding debt service.

BUDGET YEAR OBJECTIVES

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

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2011-12

- Supported the activities of the Water Production Department and the Water Distribution Department.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2011-12

- No significant budget changes proposed.

**City of Cottage Grove
Fiscal Year 2012-13 Budget**

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

2012-13

2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
MATERIALS & SERVICES						
40	204	500	70030 ADVERTISING	500	500	500
4,142	3,524	2,500	70040 CONSUMER CONFIDENCE REPORT	5,100	5,100	5,100
4,656	4,081	5,545	70100 AUDIT EXPENSE	5,240	5,240	5,240
20,884	18,586	20,730	70400 INSURANCE & BONDS	21,000	21,000	21,000
457	1,144	1,250	71600 POSTAGE	1,100	1,100	1,100
10,317	10,332	10,750	71610 UTILITY BILLING POSTAGE	11,000	11,000	11,000
3,276	2,417	3,000	72000 COMPUTER PROGRAMS & SUPPLIES	3,500	3,500	3,500
1,987	2,333	2,500	72010 OFFICE SUPPLIES	2,500	2,500	2,500
127	173	300	72030 BOOKS, MAPS & PERIODICALS	300	300	300
115	0	200	73600 MISCELLANEOUS SUPPLIES	200	200	200
135	100	500	74000 PROGRAM FEES & DUES	500	500	500
3,701	4,971	6,000	74100 PROFESSIONAL ASSOCIATION DUES	6,000	6,000	6,000
3,729	2,179	5,000	74200 EDUCATION & REGISTRATION FEES	5,000	5,000	5,000
1,214	1,244	2,000	74210 TRAVEL & SUBSISTENCE	2,000	2,000	2,000
589	759	1,000	74300 EMPLOYEE MEDICAL EXAMS & TESTS	1,000	1,000	1,000
0	0	250	76133 WATERSHED COUNCIL	250	250	250
68,665	68,675	68,770	79900 ADMINISTRATION CHARGES	68,765	68,765	68,765
20,000	20,000	20,000	79910 ENGINEERING SERVICE FEES	20,000	20,000	20,000
144,034	140,722	150,795	TOTAL MATERIALS & SERVICES	153,955	153,955	153,955
TRANSFERS						
12,040	12,999	13,445	90217 TRANSFER TO DEBT SERVICE	13,885	13,885	13,885
15,000	50,000	200,000	90232 TRANSFER TO WATER RESERVE FUND	75,000	75,000	75,000
27,040	62,999	213,445	TOTAL TRANSFERS	88,885	88,885	88,885
0	0	192,436	99000 CONTINGENCY	199,460	199,460	199,461
0	0		99010 UNAPPROPRIATED ENDING BALANCE			
313,784	436,586		99020 ENDING BALANCE			
313,784	436,586	192,435	TOTAL ENDING BALANCE	199,460	199,460	199,461
484,858	640,307	556,675	TOTAL EXPENDITURES	442,300	442,300	442,301
1,641,152	1,757,268	1,838,840	TOTAL WATER FUND EXPENDITURES	1,867,625	1,867,625	1,867,626

FUND: INDUSTRIAL PARK FUND**FUND/DEPARTMENT #: 09-00****DEPARTMENT: N/A****OVERVIEW**

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

DEPARTMENT OPERATIONAL OBJECTIVES

- Sell the properties still in City ownership.
- Monitor sale agreements for monthly and final payments.

BUDGET YEAR OBJECTIVES

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

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2011-12

- Completed wetland mitigation and monitoring with an approval letter from Oregon Department of Lands.
- Foreclosed on all properties for non-payment. Properties can be resold.
- Continuing marketing the property available, including listing on Oregon Prospector web site at the Oregon Business Development Department and coordination with the Community Development Corporation.
- Piped the western drainage ditch and constructed a road for access to the wetland mitigation area so as not to cross private property.

**City of Cottage Grove
Fiscal Year 2012-13 Budget**

09-00 INDUSTRIAL PARK OPERATIONS

2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	DESCRIPTION	2012-13		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
1,077,811	625,706	461,000	41010 CARRYOVER	463,000	463,000	463,000
6,428	2,999	4,000	53200 INTEREST INCOME	3,600	3,600	3,600
887	16,500	0	54300 SALE OF PROPERTY	0	0	0
31	0	0	54060 MISCELLANEOUS REVENUE	0	0	0
1,085,156	645,205	465,000	TOTAL REVENUE	466,600	466,600	466,600
EXPENDITURES						
MATERIAL & SERVICES						
328	531	1,670	70100 AUDIT EXPENSE	2,000	2,000	2,000
13,185	16,389	50,000	71000 CONTRACTUAL SERVICES	50,000	50,000	50,000
215	299	500	71500 ELECTRICITY	500	500	500
47,766	0	0	71715 BROADBAND SERVICES	0	0	0
526	23	50,000	73600 MISCELLANEOUS SUPPLIES	10,000	10,000	10,000
0	0	0	79900 ADMINISTRATIVE FEE	3,000	3,000	3,000
62,021	17,242	102,170	TOTAL MATERIALS & SERVICES	65,500	65,500	65,500
DEBT SERVICE						
296,035	105,365	52,050	90110 LOAN PRINCIPAL	53,260	53,260	53,260
101,395	63,134	51,370	90111 LOAN INTEREST	50,130	50,130	50,130
397,430	168,499	103,420	TOTAL DEBT SERVICE	103,390	103,390	103,390
0	0	218,614	99000 CONTINGENCY	256,914	256,914	256,914
0	0	0	99010 UNAPPROPRIATED ENDING BAL.	0	0	0
0	0	40,796	99012 RESERVED FOR FUTURE EXPENDITURE	40,796	40,796	40,796
625,706	459,465	0	99020 ENDING BALANCE	0	0	0
1,085,157	645,205	#REF!	TOTAL EXPENDITURES	466,600	466,600	466,600

DEPARTMENT: STORM DRAIN UTILITY**OVERVIEW**

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

DEPARTMENT OPERATIONAL OBJECTIVES

- Complete minor repairs to the system infrastructure
- Clean of storm drainage mainlines, catch basins and inlets
- Respond to underground locate requests and identify underground utilities
- **Clean** drainage channels

BUDGET YEAR OBJECTIVES

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

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2011-12

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

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2011-12

- Follow adopted 5 year utility rate plan and increase storm drain utility rates from \$2.27 per equivalent service unit (ESU) to \$2.93 per ESU. The rate increase is necessary to begin preparations to comply with additional Federal regulations when the City's populations reaches 10,000.
- Reallocate personnel between various funds.

FULL-TIME EQUIVALENT POSITIONS

Position	Adopted 2009-010	Adopted 2010-11	Adopted 2011-12	Proposed 2012-13
Utilities Clerk	0.05	0.05	0.05	0.05
Finance Clerk	-	-	0.15	0.07
Public Works Director	-	0.10	0.10	0.07
Administrative Aide	0.10	0.10	0.10	0.05
Clerical Assistant	0.20	0.20	0.15	0.08
Permit Specialist	-	-	0.05	-
City Engineer	-	0.10	0.10	0.05
Utilities Maint. Supervisor	0.10	0.15	0.15	0.08
Fleet & Facilities Manager	0.05	0.10	0.10	0.08
Utility Maintenance Worker	0.90	1.60	1.60	1.36
Temporary Worker	0.10	0.12	0.10	-
	1.50	2.52	2.65	1.89

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2008-09	Actual 2009-10	Actual 2010-11	Estimate 2011-12
Provide an effective conveyance of storm water	No. of service requests evaluated	10	12	20	11
	No. of plugged storm mains	2	3	5	6
	Amount of drainage channels cleans	6	14	22	23



DID YOU KNOW?

Storm Drainage Facts:

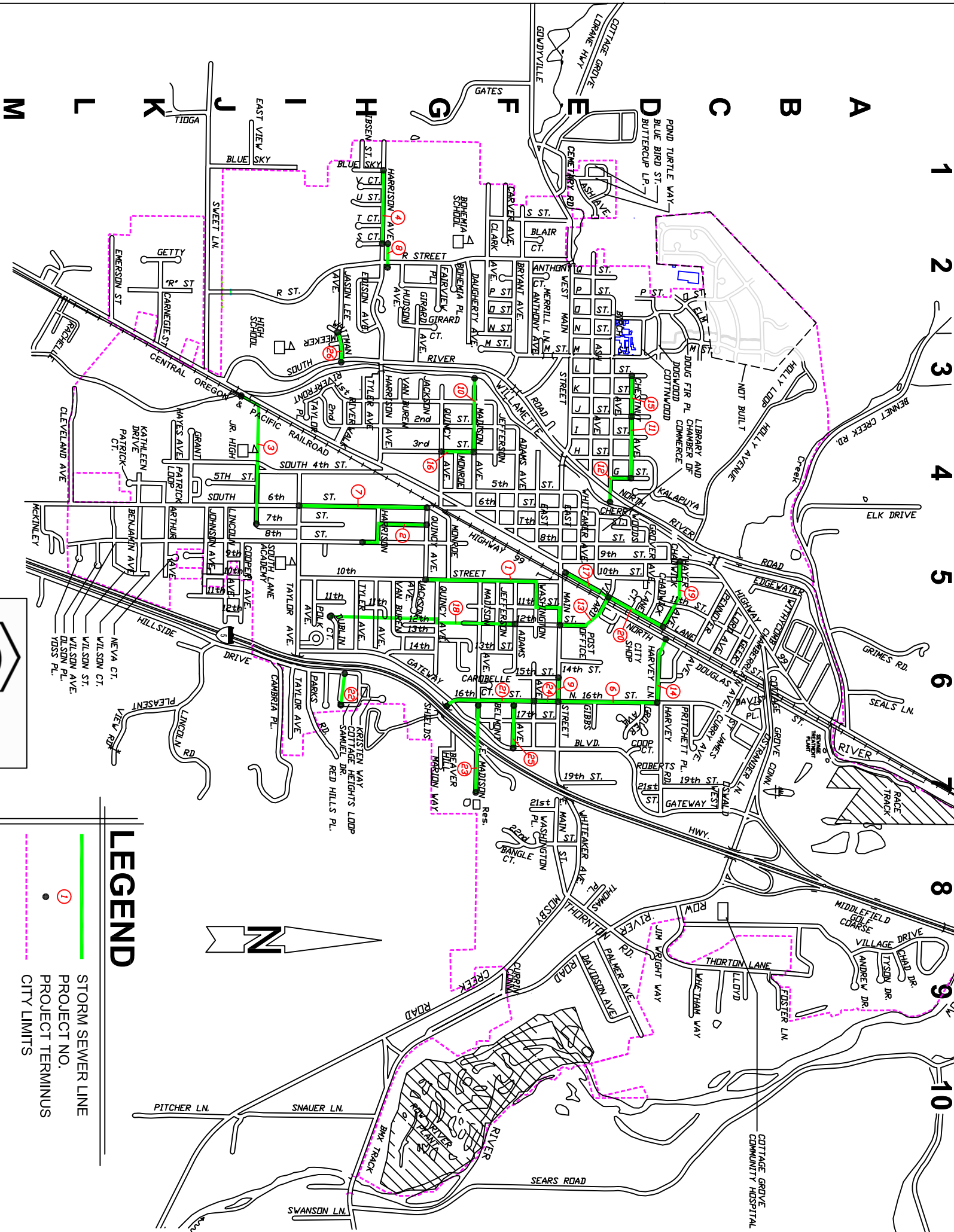
- The Department maintains approximately 30.85 miles of storm drainage lines.
- The Department cleans and maintains approximately 600 catch basins.
- The Department responded to approximately 553 locate requests to locate the municipal lines prior to excavation work being performed.
- Average rainfall in Cottage Grove is 46 inches.

STORM DRAINAGE PROJECTS PROJECTED CAPITAL IMPROVEMENT NEEDS

Map No.	Project	Total Costs (4/2010 \$)	Map No.	Project	Total Costs (4/2010 \$)
1	Along 10th St. & Washington Ave. Between Quincy Ave. & Main St.	1,550,200	14	Along Harvey Rd. between N. 16th and Hwy. 99	596,300
2	Along S. 8th St. between Harrison Ave. & Qunicy Ave.	430,100	15	Along Chestnut between N. "L" St. and N. "J" St.	182,900
3	Along Fillmore Ave. between S. 8th St. and Hwy. 99	972,900	16	Along S. 3rd St. between Quincy Ave. and Madison Ave.	152,300
4	Along Harrison Ave. between Blue Sk Drive and S. "S" St.	351,900	17	Along Hwy. 99 from Whiteaker Ave. to Villard Ave.	436,400
5	Along Quincy Ave. between S. 8th St. and S. 10th St. Completed FY 11-12	0	18	Along S. 12th St. between Dublin and Adams Ave.	1,538,200
6	Along N. 16th St. between Main St. & Harvey Rd.	923,900	19	West of Hwy. 99 from Thayer Ave. N. wards to N. 9th St.	796,000
7	Along S. 6th St. between Taylor Ave. and Qunicy Ave.	609,300	20	Along Hwy. 99 from Villard Ave. to Thayer Ave.	275,200
8	Along S. property line of Bohemia School between S. "S" St. and about 135 feet east of S. "R" St.	195,500	21	Along S. 16th St. from I-5/S. 16th to Washington Ave.	365,600
9	Along Main St. between 15th St. and 16th St.	103,700	22	East of I-5 between Parks Rd. and Shields Cemetary	152,300
10	Along Madison Ave. from S. 3rd St. to Coast Fork of Willamette River	449,600	23	Along E. Madison Ave. from about 850 ft. east of I-5 to S. 16th/Madison Ave.	411,400
11	Along Chestnut between N. "J" St. and N. "G" St.	351,900	24	Along S. 16th between Washington Ave. and Main St.	117,300
12	Along Birch between N. "G" St. and Coast Fork of Willamette River	216,300	25	Along Adams Ave. between Gateway Blvd. and S. 16th St.	274,200
13	East of I-5 from Main/12th St. to Villard Ave.	796,000	26	Along Jason Lee Ave. from Whitmain Blv to the Coast Fork of Willamette River	316,100
PROJECT IDENTIFIED ON MASTER PLAN BUDGETED THIS FISCAL YEAR			N. Regional Park Ditch Cleaning		481,300
			Miscellaneous Projects		1,100,000

TOTAL OF ESTIMATED COSTS NOT FUNDED = \$14,146,800

STORM SEWER IMPROVEMENT MAP



LEGEND

STORM SEWER LINE

PROJECT NO.

PROJECT TERMINUS

CITY LIMITS



12/09

STREET INDEX

1st STREET	F3	IBSEN STREET	H1
2nd STREET	G4	J STREET	E3
3rd STREET	G4	JACKSON AVENUE	G3, G5
4th STREET	H4	JASON LEE AVENUE	H2
5th STREET	F4	JEFFERSON STREET	F4, F6
6th STREET	F4	JIM WRIGHT WAY	C8
7th STREET	F4	JOHNSON AVENUE	J5
8th STREET	E5	K STREET	E3
9th STREET	D5	KALAPUYA COURT	C4
10th STREET	D5	KALAPUYA WAY	D4
11th AVENUE	G6	KATHLEEN DRIVE	K4
11th AVENUE	F5, H5, J5	L STREET	E3
12th STREET	F5, G5	LANDESS ROAD	G7
13th STREET	F5, H5	LANE AVENUE	C5
14th STREET	E6, G6	LANE COURT	D5
15th STREET	F6	LINCOLN AVENUE	J4
16th STREET	E6, G6	LLOYD AVENUE	B9
17th STREET	F6	LORD AVENUE	B6
17th STREET	E7	M STREET	E3
ANDREW DR.	A9	MADISON AVENUE	F3, F7
ARTHUR AVENUE	K5	McKINLEY AVENUE	M5
ASH AVENUE	E3	MEEKER AVENUE	I3
BANGLE COURT	F8	MONROE AVENUE	G4, G5
BELMONT AVENUE	G6	MOSBY CREEK ROAD	E9
BENJAMIN AVENUE	K5	N STREET	E2
BIRCH STREET	D3	NORTH DOUGLAS	C6, D6
BLUE BIRD LOOP	E1	O STREET	E2
BLUE SKY DRIVE	J1	OSTANDER LANE	B7
BOARDWALK PLACE	J4	OSWALD WEST	C7
BRYANT AVE.	F2, F3	PALMER AVENUE	E2
BUTTERCUP LOOP	E1	PARKS ROAD	D9
C.G. LORANE HIGHWAY	E1	PATRICK COURT	H7
CAMBRIA PLACE	I6	PATRICK LOOP	K4
CARBELLE COURT	F6	PENNOYER AVENUE	C5
CARNEGIE STREET	K3	PIERCE AVENUE	H5
CARVER AVENUE	F1	PITCHER LANE	K10
CEMETERY ROAD	E1	PLEASANT VIEW DRIVE	K6
CHAD DRIVE	A9	PLEASANT VIEW ROAD	K7
CHADWICK AVENUE	D5	POLK AVENUE	I5
CHAMBERLAIN AVENUE	C6	POND TURTLE WAY	E1
CHESTNUT AVENUE	D3	PRICHETT PLACE	C6
CHESTNUT AVENUE	D4	Q STREET	E2
CLARK AVENUE	F2	QUINCY AVENUE	G4, G5, G6
CLEVELAND AVENUE	L4	R STREET	G2
COLUMBIA COURT	D5	RACHEL AVENUE	L3
COOPER AVENUE	I5	ROBERTS PLACE	D7
C.G. CONNECTOR	B7	ROW RIVER ROAD	C8
CURRIN AVENUE	F9	S COURT	H2
CURRY AVENUE	C6	S STREET	E2
DAUGHERTY AVENUE	F2	SEALS LN.	A6
DAVIDSON AVENUE	D9	SEARS ROAD	E10
DAVIDSON AVENUE	B6	SHIELDS AVENUE	G7
DUBLIN COURT	H6	SHNAUER LANE	H10
EAST MAIN STREET	E4, E7	SOUTH DOUGLAS	G4
EAST VIEW AVENUE	I1	SOUTH RIVER ROAD	I3
EDGEMASTER STREET	B5	S. 4th STREET	I4
EDISON AVENUE	H2	S. 6th STREET	J4
ELK DRIVE	A4	St. JAMES PLACE	C7
EMERSON STREET	K2	SWANSON LANE	H10
FAIRVIEW PLACE	G2	SWEET LANE	J2
FAIRVIEW LOOP	G2	T COURT	H2
FILLMORE AVENUE	I4	TALEMENA DRIVE	I5, I6
FOSTER LANE	B9	THAYER AVENUE	C5
G STREET	D4	THOMAS PLACE	D8
GATES STREET	F1	THORNTON ROAD	C9
GATEWAY BOULEVARD	G6	TYLER AVENUE	A9
GEER AVENUE	C6	TYSON DRIVE	A6
GETTY	K2	U STREET	H1
GETTY AVENUE	D6	V COURT	H1
GIBBS AVENUE	G2	VAN BUREN AVENUE	G3, G5
GIRARD AVENUE	F1	VILLAGE DRIVE	A8
GONDYVILLE ROAD	F1	VILLARD AVENUE	D5
GRANT STREET	J4	WASHINGTON AVENUE	E5, E6
GRIMES ROAD	A6	WASHINGTON PLACE	E8
GROVER AVENUE	D5	WEST MAIN	E2, E4
H STREET	E4	WHETNAM WAY	C9
HARRISON AVENUE	H2	WHITAKER AVENUE	E5, E8
HARVEY LANE	D6, D7	WHITMAN AVENUE	H3
HAYES AVENUE	K5	WILLAMETTE CT.	K6
HILLSIDE DRIVE	B3	WILSON CT.	K6
HOLLY AVENUE	G2	WOODS AVENUE	D5
HUDSON AVENUE	I4		
HIGHWAY 99	C5		
HIGHWAY 99 NORTH	I4		
HIGHWAY 99 SOUTH	E4		
I STREET	C8, J6		
INTERSTATE 5			

**City of Cottage Grove
Fiscal Year 2012-13 Budget**

10-00 STORM DRAIN UTILITY

			2012-13			
2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
REVENUE						
71,985	89,351	111,200	41010 CARRYOVER	31,255	31,255	31,255
151,725	174,238	179,975	45050 STORM DRAINAGE FEES	242,510	242,510	242,510
455	334	350	53200 INTEREST INCOME	75	75	75
564	268	300	54010 CREDIT BUREAU	100	100	100
674	330	100	54060 MISCELLANEOUS REVENUE	100	100	100
225,402	264,521	291,925	TOTAL REVENUE	274,040	274,040	274,040
EXPENDITURES						
PERSONNEL SERVICES						
1,884	1,884	1,935	60240 UTILITIES CLERK - 0.05 FTE	2,005	2,005	2,005
0	0	4,665	60250 FINANCE CLERK - 0.07 FTE	2,235	2,235	2,235
0	8,461	8,675	60400 PUBLIC WORKS DIRECTOR - 0.07 FTE	6,195	6,195	6,195
4,253	4,253	4,360	60410 ADMINISTRATIVE AIDE - 0.05 FTE	2,225	2,225	2,225
7,446	7,237	5,795	60420 CLERICAL ASSISTANT - 0.08 FTE	3,205	3,205	3,205
0	0	1,570	60425 PERMIT SPECIALIST - 0.0 FTE	0	0	0
0	7,297	7,475	60430 CITY ENGINEER - 0.05 FTE	6,100	6,100	6,100
6,509	9,763	10,010	60440 UTILITIES MAINT. SUPERVISOR - 0.08 FTE	6,810	6,810	6,810
3,298	6,595	6,765	60450 FLEET & FACILITIES MANAGER - 0.08 FTE	5,520	5,520	5,520
39,202	70,000	77,485	60480 UTILITY MAINTENANCE WORKER -1.36 FTE	69,345	69,345	69,345
1,696	1,652	2,245	61000 TEMPORARY WORKER - 0.00 FTE	0	0	0
787	454	1,200	61100 OVERTIME PAY	900	900	900
2,220	4,180	4,880	62010 WORKERS' COMPENSATION	4,135	4,135	4,135
102	379	740	62020 UNEMPLOYMENT	575	575	575
4,836	8,826	10,110	62030 FICA	8,000	8,000	8,000
62	103	100	63010 LIFE INSURANCE	80	80	80
9,130	16,499	22,195	63020 RETIREMENT	18,215	18,215	18,215
341	566	570	63030 DISABILITY INSURANCE	490	490	490
20,346	38,687	40,965	63040 HEALTH INSURANCE	40,200	40,200	40,200
102,111	186,836	211,740	TOTAL PERSONNEL SERVICES	176,235	176,235	176,235
MATERIALS & SERVICES						
475	441	490	70100 AUDIT EXPENSE	690	690	690
1,498	1,076	1,500	70400 INSURANCE & BONDS	1,500	1,500	1,500
1,075	2,112	1,500	71000 CONTRACTUAL SERVICES	1,500	1,500	1,500
2,531	1,122	1,500	71500 ELECTRICITY	1,500	1,500	1,500
1,954	1,902	2,100	71520 TELEPHONE	2,175	2,175	2,175
987	1,256	1,300	71530 NATURAL GAS	1,100	1,100	1,100
1,904	2,821	2,500	71540 FUEL & LUBRICANTS	2,850	2,850	2,850
354	354	500	71560 COMMUNICATIONS SERVICE	500	500	500
52	30	100	71600 POSTAGE	100	100	100
1,345	1,419	1,500	71610 UTILITY BILLING POSTAGE	1,600	1,600	1,600
68	119	500	71700 BUILDING MAINT. & REPAIR	500	500	500
2,559	2,554	2,500	71710 EQUIPMENT MAINT. & REPAIR	2,500	2,500	2,500
377	131	800	71720 VEHICLE MAINT. & REPAIR	800	800	800
432	377	500	72000 COMPUTER SERVICE & SUPPLIES	500	500	500
42	0	100	72010 OFFICE SUPPLIES	100	100	100
731	864	1,000	72100 MINOR EQUIPMENT & TOOLS	1,500	1,500	1,500
0	756	1,000	72120 EQUIPMENT RENTAL & LEASE	1,000	1,000	1,000
104	94	100	72600 CLEANING SUPPLIES	100	100	100
2,969	1,917	2,000	73000 SAND & GRAVEL	2,000	2,000	2,000
640	929	2,000	73010 ASPHALT & CONCRETE	2,000	2,000	2,000
0	59	1,000	73200 SEWER PIPE	1,000	1,000	1,000
1,273	2,383	1,800	73600 MISCELLANEOUS SUPPLIES	1,800	1,800	1,800
1,085	788	1,100	74000 PROGRAM FEES AND DUES	1,100	1,100	1,100
9,515	10,235	10,725	79900 ADMINISTRATIVE FEE	17,475	17,475	17,475
31,969	33,737	38,115	TOTAL MATERIALS & SERVICES	45,890	45,890	45,890

**City of Cottage Grove
Fiscal Year 2012-13 Budget**

10-00 STORM DRAIN UTILITY

2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	DESCRIPTION	2012-13		
				PROPOSED	APPROVED	ADOPTED
1,974	4,070	2,205	90217 TRANSFER TO DEBT SERVICE	2,280	2,280	2,280
0	0	39,865	99000 CONTINGENCY	49,635	49,635	49,635
89,349	39,878	0	99020 ENDING BALANCE	0	0	0
225,402	264,521	291,925	TOTAL EXPENDITURES	274,040	274,040	274,040

**City of Cottage Grove
Fiscal Year 2012-13 Budget**

**23-00 WASTEWATER FUND
REVENUE**

2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	DESCRIPTION	2012-13		
				PROPOSED	APPROVED	ADOPTED
152,068	130,281	152,215	41010 CARRYOVER	23,550	23,550	23,550
983,831	1,091,668	1,091,910	45040 WASTEWATER DISP USER CHARGES	1,197,430	1,197,430	1,197,430
274,359	231,906	298,500	45044 GOLF COURSE FEES	275,000	275,000	275,000
21,466	24,952	25,400	45045 PRO SHOP	26,500	26,500	26,500
58,492	48,214	59,500	45046 CLUB/CART RENTALS	49,500	49,500	49,500
45,211	41,052	48,500	45047 DELI SALES	50,000	50,000	50,000
4,350	697	0	45048 LPG/PGA FEES	0	0	0
11,943	11,943	11,945	45049 CG HOSPITAL MOWING FEES	11,945	11,945	11,945
18,996	27,415	17,400	45053 GIFT CARD SALES	22,000	22,000	22,000
15,057	4,467	0	51130 STATE AND LOCAL GRANTS	0	0	0
992	781	750	53200 INTEREST REVENUE	450	450	450
2,556	1,204	1,500	54010 CREDIT BUREAU	250	250	250
1,820	2,713	1,000	54050 AUCTION PROCEEDS	1,000	1,000	1,000
3,114	5,372	3,000	54060 MISCELLANEOUS REVENUE	2,500	2,500	2,500
9,000	9,196	10,200	54250 RENTAL PROPERTY REVENUE	10,200	10,200	10,200
1,603,255	1,631,862	1,721,820	TOTAL REVENUE	1,670,325	1,670,325	1,670,325



DEPARTMENT: WASTEWATER COLLECTION**OVERVIEW**

The Wastewater Collection Department's primary function is 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.

DEPARTMENT OPERATIONAL OBJECTIVES

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

BUDGET YEAR OBJECTIVES

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

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2011-12

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

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2011-12

- Reallocated personnel between various funds.

Position	FULL-TIME EQUIVALENT POSITIONS			
	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12	Proposed 2012-13
Utilities Clerk	0.45	0.45	0.45	0.42
Finance Clerk	-	0.15	0.23	0.24
Public Works Director	0.25	0.20	0.20	0.15
Administrative Aide	0.20	0.20	0.20	0.20
Clerical Assistant	0.25	0.25	0.20	0.20
Permit Specialist	-	-	0.05	-
City Engineer	0.15	0.15	0.15	0.11
Utilities Maint. Supervisor	0.20	0.20	0.20	0.17
Fleet & Facilities Manager	0.25	0.20	0.20	0.15
Utility Maintenance Workers	2.05	1.80	1.80	1.47
	3.80	3.60	3.68	3.11

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	2008-09	2009-10	2010-11	2011-12
Provide a safe and effective conveyance of wastewater	No. of service requests evaluated	20	38	43	40
	No. of plugged sewer mains	15	14	18	20
	No. of lateral lines repaired	5	8	8	6
	No. of sewer spills reported	0	0	0	0



DID YOU KNOW?

Wastewater Collection Facts:

- Annually, on average, 214.48 gallons of sewage per day is treated for every citizen of Cottage Grove.
- The Department maintains approximately 45.72 miles of sanitary sewer main lines.
- The Department responded to approximately 553 locate requests to locate the utility lines prior to excavation work being performed.
- 44 new sewer connections were made to the existing sewer system and 10 sewer laterals were replaced this year.
- There are a total of 3,644 sewer customers (3,487 active and 157 inactive) served by the City's sanitary sewer collection system.



Left – March 8, 2012 – Replacement of failing sanitary lateral line 647 1st Street.

Right - January 11, 2012– Replacement of failing sanitary lateral line at 837 Quincy Avenue.

SANITARY SEWER PROJECTS PROJECTED CAPITAL IMPROVEMENT NEEDS

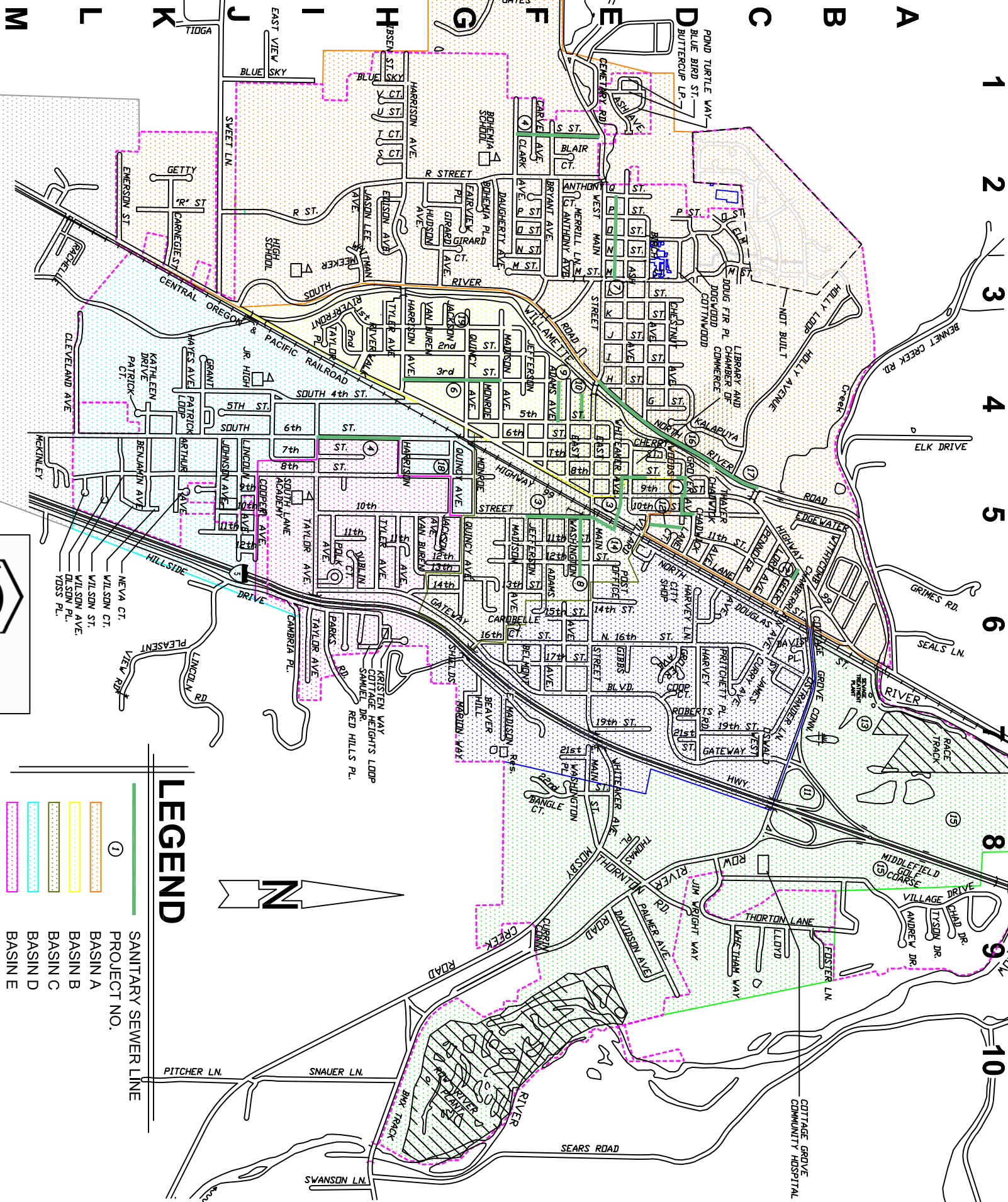
Map No.	Project	Total Costs (4/2010 \$)	Map No.	Project	Total Costs (4/2010 \$)
1	Intersection at Grover Ave. and 8th St. to Intersection at Chadwick Ave. and 10th St.	365,700	7	Alley (Main & Ash) from "M" St. to "Q" St.	131,800
2	Intersection at Chamberlain Ave. and 11th St. to Intersection at N. Goshen Hwy..	71,000	8	Alley (Main & Washington) from S. 10th to Coiner Park	118,600
3	10th St. from Jefferson Ave. to Main St. across SPRR to N. of intersection 8th St. & Gibbs	888,500	9	Alley (Washington & Adams) from 3rd St. to 5th St.	92,100
4	Along 6th St. between Taylor Ave.. and Harrison Ave..	283,800	10	Alley (East Main to Washington)	92,800
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin A	73,600	11	Exit 174 irrigation for reuse effluent	60,000
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin B	673,800	12	Lane St. & 10 St.	166,800
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin C	774,400	13	Backup effluent pump with vault	117,200
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin D	267,400	14	Trailhead Park Sewer Relocation	38,900
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin E	260,100	15	Drainage Projects at Golf Course	6,400
	Rehabilitation/Replacement of Structurally Deficient Pipes in Basin F	25,800	16	N. River Road (Main to Holly)	147,100
	Inflow/Infiltration Corrective Work	309,100	17	N. River Road (Holly to Woodson)	43,300
5	Digester Modifications Completed FY 11-12	0	18	704 Quincy	16,800
6	South 3rd St. from Madison Ave. to Harrison Ave.	140,700	19	635 South 1st	25,200
				Miscellaneous Projects including CCTV inspections	1,200,000

PROJECT IDENTIFIED ON MASTER PLAN
BUDGETED THIS FISCAL YEAR

PROJECT IDENTIFIED ON MASTER PLAN

TOTAL OF ESTIMATED COSTS NOT FUNDED = \$6,390,900

SANITARY SEWER IMPROVEMENT MAP



LEGEND

- SANITARY SEWER LINE
- PROJECT NO. 1
- BASIN A
- BASIN B
- BASIN C
- BASIN D
- BASIN E
- BASIN F
- BASIN G
- BASIN IA #1
- CITY LIMITS

STREET INDEX

1st STREET	F3	IBSEN STREET	H1
2nd STREET	G4	J STREET	E3
3rd STREET	G4	JACKSON AVENUE	G3, G5
4th STREET	H4	JACKSON LEE AVENUE	H2
5th STREET	F4	JEFFERSON STREET	F4, F6
6th STREET	F4	JIM WRIGHT WAY	C8
7th STREET	F4	JOHNSON AVENUE	J5
8th STREET	E5	K STREET	E3
9th STREET	D5	KALAPUYA COURT	D4
10th STREET	D5	KALAPUYA WAY	D4
11th AVENUE	F5, H5, J5	KATHLEEN DRIVE	K4
11th STREET	F5, H5, J5	L STREET	E3
12th STREET	F5, H5	LANDESS ROAD	G7
13th STREET	F5, H5	LANE AVENUE	C5
14th STREET	E6, G6	LANE COURT	D5
15th STREET	F6	LINCOLN AVENUE	J4
16th STREET	E6, G6	LLOYD AVENUE	B9
17th STREET	F6	LORD AVENUE	B6
19th STREET	E7	M STREET	E3
ANDREW DR.	A9	MADISON AVENUE	F3, F7
ARTHUR AVENUE	K5	MCKINLEY AVENUE	M5
ASH AVENUE	E3	MEEKER AVENUE	I3
BANGLE COURT	F8	MONROE AVENUE	G4, G5
BELMONT AVENUE	G6	MOSEY CREEK ROAD	E9
BENJAMIN AVENUE	K5	N STREET	E2
BIRCH STREET	D3	NORTH DOUGLAS	C6, D6
BLUE BIRD LOOP	E1	O STREET	E2
BLUE SKY DRIVE	J1	OSTRANDER LANE	B7
BOARDWALK PLACE	J2, F3	OSWALD WEST	C7
BRYANT AVE.	F4	P STREET	E2
BUTTERCUP LOOP	E1	PALMER AVENUE	D9
C.G. LORANE HIGHWAY	E1	PARKS ROAD	H7
CAMBRIA PLACE	I6	PATRICK COURT	K4
CARBELLE COURT	F6	PATRICK LOOP	K4
CARNEGIE STREET	K3	PENNOYER AVENUE	C5
CARVER AVENUE	F1	PIECE AVENUE	H5
CEMETERY ROAD	E1	PITCHER LANE	K10
CHAD DRIVE	A9	PLEASANT VIEW DRIVE	K6
CHADWICK AVENUE	D5	PLEASANT VIEW ROAD	K7
CHAMBERLAIN AVENUE	C6	POLK AVENUE	I5
CHESTNUT AVENUE	D4	POND TURTLE WAY	E1
CLARK AVENUE	F2	PRICHT PLACE	C6
CLEVELAND AVENUE	L4	Q STREET	E2
COLUMBIA COURT	D5	QUINCY AVENUE	G4, G5, G6
COOPER AVENUE	I5	R STREET	G2
C.G. CONNECTOR	B7	RACHEL AVENUE	L3
CURRIN CONNECTOR	F9	ROBERTS PLACE	D7
CURRY AVENUE	C6	ROW RIVER ROAD	C8
DAUGHERTY AVENUE	F2	S COURT	H2
DAVIDSON AVENUE	D9	S STREET	E2
DAVIS PLACE	B6	SEALS LN.	A6
DUBLIN COURT	H6	SEARS ROAD	E10
EAST MAIN STREET	H2	SHIELDS AVENUE	G7
EAST VIEW AVENUE	E4, E7	SNAUER LANE	H10
EDGEWATER STREET	B5	SOUTH DOUGLAS	G4
EDISON AVENUE	H2	SOUTH RIVER ROAD	I3
ELK DRIVE	A4	S. 4th STREET	I4
EMERSON STREET	K2	S. 6th STREET	J4
FAIRVIEW PLACE	G2	ST. JAMES PLACE	C7
FARVIEW LOOP	G2	SWANSON LANE	H10
FILMORE AVENUE	I4	SWEET LANE	J2
FOSTER LANE	B9	T COURT	H2
G STREET	D4	TALEMENA DRIVE	J1
GATES STREET	F1	TAYLOR AVENUE	I5, I6
GATEWAY BOULEVARD	G6	THAYER AVENUE	C5
GEER AVENUE	C6	THOMAS PLACE	D8
GETTY CIRCLE	K2	THORNTON ROAD	D9
GIBBS AVENUE	D6	THORNTON LANE	C9
GIRARD AVENUE	G2	TYLER AVENUE	H6
GOWDVILLE ROAD	F1	TYSON DRIVE	A9
GRANT STREET	J4	U STREET	H1
GRIMES ROAD	A6	VAN BUREN AVENUE	G3, G5
GROVER AVENUE	D5	VILLAGE DRIVE	A8
H STREET	E4	VILLARD AVENUE	D5
HARRISON AVENUE	H2	WASHINGTON AVENUE	E5, E6
HAYES AVENUE	D6, D7	WASHINGTON PLACE	E8
HILLSIDE DRIVE	K5	WEST MAIN	E2, E4
HOLLY AVENUE	B3	WHETNAM WAY	C9
HUDSON AVENUE	G2	WHITAKER AVENUE	E5, E8
HIGHWAY 99	I4	WILLAMETTE CT.	H3
HIGHWAY 99 NORTH	C5	WILSON CT.	K6
HIGHWAY 99 SOUTH	I4	WILSON ST.	E3
I STREET	E4	WITHCOMB AVENUE	B5
INTERSTATE 5	C8, J6	WOODS AVENUE	D5

**City of Cottage Grove
Fiscal Year 2012-13 Budget**

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

2012-13

2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
PERSONNEL SERVICES						
16,956	16,956	17,380	60240 UTILITIES CLERK - 0.42 FTE	16,820	16,820	16,820
0	4,353	6,995	60250 FINANCE CLERK - 0.24 FTE	7,590	7,590	7,590
20,651	16,922	17,350	60400 PUBLIC WORKS DIRECTOR - 0.15 FTE	13,275	13,275	13,275
8,430	8,430	8,645	60410 ADMINISTRATIVE AIDE - 0.20 FTE	8,820	8,820	8,820
9,330	9,121	7,725	60420 CLERICAL ASSISTANT - 0.20 FTE	8,010	8,010	8,010
0	0	1,570	60425 PERMIT SPECIALIST - 0.00 FTE	0	0	0
10,952	10,945	11,210	60430 CITY ENGINEER - 0.11 FTE	8,385	8,385	8,385
13,018	13,018	13,345	60440 UTILITIES MAINT. SUPERVISOR - 0.17 FTE	11,570	11,570	11,570
16,488	13,190	13,525	60450 FLEET & FACILITIES MANAGER - 0.15 FTE	10,345	10,345	10,345
89,741	83,097	86,760	60480 UTILITY MAINTENANCE WORKER - 1.47 FTE	75,135	75,135	75,135
1,707	593	3,000	61100 OVERTIME	2,000	2,000	2,000
5,500	4,902	5,525	62010 WORKERS' COMPENSATION	4,835	4,835	4,835
297	542	1,045	62020 UNEMPLOYMENT	895	895	895
13,950	13,191	14,345	62030 FICA	12,390	12,390	12,390
168	152	145	63010 LIFE INSURANCE	120	120	120
25,408	23,310	30,980	63020 RETIREMENT	26,720	26,720	26,720
923	838	830	63030 DISABILITY INSURANCE	755	755	755
56,891	56,477	58,935	63040 HEALTH INSURANCE	61,305	61,305	61,305
290,410	276,038	299,310	TOTAL PERSONNEL SERVICES	268,970	268,970	268,970
MATERIALS AND SERVICES						
5,055	3,330	5,000	71000 CONTRACTUAL SERVICES	5,000	5,000	5,000
716	831	500	71210 CLOTHING ALLOWANCE	500	500	500
1,950	1,239	1,500	71500 ELECTRICITY	1,900	1,900	1,900
8,137	8,055	8,500	71520 TELEPHONE	8,600	8,600	8,600
1,821	2,415	2,400	71530 NATURAL GAS	2,000	2,000	2,000
7,973	10,686	9,000	71540 FUEL & LUBRICANTS	9,000	9,000	9,000
0	772	1,500	71550 LANDFILL FEES	0	0	0
590	590	1,000	71560 COMMUNICATIONS SERVICE	1,000	1,000	1,000
160	238	1,000	71700 BUILDING MAINT. & REPAIR	1,000	1,000	1,000
8,922	7,265	8,500	71710 EQUIPMENT MAINT. & REPAIR	8,000	8,000	8,000
2,107	1,323	3,000	71720 VEHICLE MAINT. & REPAIR	1,500	1,500	1,500
0	21	200	71730 RADIO MAINT. & REPAIR	200	200	200
0	51	0	72000 COMPUTER SERVICE & SUPPLIES	100	100	100
1,792	2,146	2,000	72100 MINOR EQUIPMENT & TOOLS	2,000	2,000	2,000
0	328	1,000	72120 EQUIPMENT RENTAL & LEASE	1,000	1,000	1,000
791	928	1,000	72510 SAFETY EQUIPMENT	1,000	1,000	1,000
494	363	650	72600 CLEANING SUPPLIES	650	650	650
4,399	3,060	4,500	73000 SAND & GRAVEL	2,500	2,500	2,500
485	604	1,000	73010 ASPHALT & CONCRETE	1,000	1,000	1,000
1,452	1,085	2,000	73200 SEWER PIPE	2,000	2,000	2,000
4,443	2,909	3,500	73600 MISC. SUPPLIES & EXPENSE	2,500	2,500	2,500
51,288	48,236	57,750	TOTAL MATERIALS AND SERVICES	51,450	51,450	51,450
341,698	324,274	357,060	TOTAL EXPENDITURES	320,420	320,420	320,420



DEPARTMENT: WASTEWATER TREATMENT**OVERVIEW**

The Wastewater Treatment Plant receives and processes twenty-four hours a day, seven days a week all sanitary wastewater generated by users of the municipal wastewater system. The Environmental Protection Agency along with Oregon's Department of Environmental Quality dictate standards for discharging effluent, 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.

DEPARTMENT OPERATIONAL OBJECTIVES

- Operate, maintain, and repair treatment site facilities and equipment.
- Conduct laboratory sampling and testing to control treatment processes and to assure compliance with discharge/disposal requirements.
- Implement new NPDES permit testing for Whole Effluent Toxicity, metals, and organic toxic testing.
- Remove and dispose of residual bio-solids from the treatment process. Bio-solids are hauled to a private facility for additional treatment and reclamation. Wastewater rates were increased during fiscal year 11-12 to cover new costs associated with bio-solids handling.

BUDGET YEAR OBJECTIVES

- Continue to operate and maintain treatment site facilities and equipment to meet governing standards.
- Continue to familiarize operators with the new treatment plant improvements to optimize the capability of the improvements.
- Continue to provide treated reuse water for irrigation to Middlefield Golf Course in greater quantities than last year.
- Continue to seek opportunities to develop alternative energy sources for the facility.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2011-12

- Operated, maintained and repaired treatment site facilities and equipment as needed to assure compliance with discharge/disposal requirements.
- Applied bio-solids to a local agricultural field during July, 2011. Because of odor issues, began hauling bio-solids to an approved disposal facility near Sutherlin.
- Removed and repaired one Waste Activated Sludge, one 75 hp influent, and three filter feed pumps and motors.

- Completed digester improvements funded through an Oregon Department of Energy Grant, in the amount of \$472,506.00. The improvements have significantly enhanced treatment efficiencies and reduced energy costs.
- Supplied treated reuse water for irrigation at Middlefield Golf Course.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2011-12

- Reallocated personnel between various funds.

FULL-TIME EQUIVALENT POSITIONS				
Position	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12	Proposed 2012-13
Public Works Director	0.10	0.10	0.10	0.08
Administrative Aide	0.05	0.05	0.05	0.05
Clerical Assistant	0.05	0.05	0.05	0.07
City Engineer	0.05	0.05	0.05	-
Fleet & Facilities Manager	0.05	0.05	0.05	0.05
WW Treatment Plant Supervisor	1.00	1.00	1.00	1.00
Utility Maintenance Workers	2.05	2.05	2.05	2.05
	3.35	3.35	3.35	3.30

PERFORMANCE MEASUREMENTS

Strategy	Measure	Actual 2009	Actual 2010	Actual 2011	Estimate 2012	Projection 2013
Meet EPA's & DEQ's treatment and discharge standards	Gallons treated per year (million gallons)	679.3	889.2	738.6	744.5	750.5
	Dry tons of bio-solids disposed	102	104	157	196	200
	Permit violations	0	0	0	0	0



DID YOU KNOW?

Wastewater Treatment Facts:

- The Wastewater Treatment Plant is an activated sludge process. The plant is designed to reduce pollutant discharges, thermal loading, and nutrients to the Coast Fork Willamette River, which impact the ecology of the stream by reducing dissolved oxygen. The plant was designed to allow summer discharges to be used as reuse irrigation water on the Middlefield Golf Course and other identified sites. The Oregon DEQ has issued the permit for this discharge to begin.
- Additional treatment parameters including reductions in phosphorous, ammonia, temperature and chlorine levels have been added to the City's discharge permit.
- To protect the environment, reduce the potential for treatment failures resulting in fines and to improve maintenance schedules the WWTP has redundancy in digestion, secondary clarification, disinfection and residual processing.
- The plant's wet weather hydraulic capacity is 13 million gallons/day (MGD).
- Typical WWTP dry weather flow = 1.0 million gallons/day
- WWTP design flow – 2.0 million gallons/day
- WWTP peak wet weather flow – approximately 13 million gallons/day for a 2 day period.
- The treatment plant has been designed for the City's anticipated needs through the year 2025.



Kaeser 75 horsepower blowers that operate the air bubble diffuser system at the WWTP funded by the Oregon Department of Energy grant.

**City of Cottage Grove
Fiscal Year 2012-13 Budget**

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

2012-13

2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
PERSONNEL SERVICES						
8,260	8,461	8,675	60400 PUBLIC WORKS DIRECTOR - 0.10 FTE	7,080	7,080	7,080
2,126	2,126	2,180	60410 ADMINISTRATIVE AIDE - 0.05 FTE	2,225	2,225	2,225
1,884	1,884	1,935	60420 CLERICAL ASSISTANT - 0.05 FTE	2,805	2,805	2,805
3,651	3,648	3,740	60430 CITY ENGINEER - 0.05 FTE	0	0	0
3,298	3,298	3,385	60450 FAC. & EQUIP. MAINT. SUPERVISOR - 0.05 FTE	3,450	3,450	3,450
61,152	63,957	65,820	60470 WW TREATMENT PLANT SUPERVISOR - 1.0 FTE	67,140	67,140	67,140
81,477	89,403	97,645	60480 UTILITY MAINTENANCE WORKER - 2.05 FTE	104,855	104,855	104,855
2,243	3,655	4,000	61100 OVERTIME	4,000	4,000	4,000
6,057	6,415	7,105	62010 WORKERS' COMPENSATION	7,220	7,220	7,220
230	544	1,035	62020 UNEMPLOYMENT	1,055	1,055	1,055
12,240	13,178	14,335	62030 FICA	14,655	14,655	14,655
138	141	140	63010 LIFE INSURANCE	135	135	135
22,493	24,987	31,725	63020 RETIREMENT	32,670	32,670	32,670
774	776	800	63030 DISABILITY INSURANCE	865	865	865
43,789	51,661	62,455	63040 HEALTH INSURANCE	72,460	72,460	72,460
249,813	274,134	304,975	TOTAL PERSONNEL SERVICES	320,615	320,615	320,615
MATERIALS AND SERVICES						
2,950	2,536	12,500	71000 CONTRACTUAL SERVICES	2,000	2,000	2,000
408	382	1,000	71210 CLOTHING ALLOWANCE	1,000	1,000	1,000
88,366	102,027	105,000	71500 ELECTRICITY	109,000	109,000	109,000
6,906	6,804	6,900	71520 TELEPHONE	7,500	7,500	7,500
409	291	1,500	71530 NATURAL GAS	500	500	500
2,736	1,476	3,000	71540 FUEL & LUBRICANTS	3,500	3,500	3,500
377	567	1,000	71700 BUILDING MAINT. & REPAIR	1,000	1,000	1,000
8,424	14,088	15,000	71710 EQUIPMENT MAINT. & REPAIR	23,000	23,000	23,000
225	488	500	71720 VEHICLE MAINT. & REPAIR	5,000	5,000	5,000
0	43	0	72010 OFFICE SUPPLIES	0	0	0
549	226	1,000	72100 MINOR EQUIPMENT & TOOLS	1,000	1,000	1,000
0	1,500	5,000	72120 EQUIPMENT RENTAL & LEASE	2,000	2,000	2,000
11,649	14,243	20,000	72400 LAB TESTS & SUPPLIES	15,000	15,000	15,000
59,110	67,104	70,000	72410 TREATMENT CHEMICALS	80,000	80,000	80,000
0	0	0	72430 BIOSOLIDS DISPOSAL	55,000	55,000	55,000
410	309	500	72600 CLEANING SUPPLIES	500	500	500
2,031	2,232	2,500	73600 MISC. SUPPLIES & EXPENSE	2,500	2,500	2,500
184,550	214,316	245,400	TOTAL MATERIALS AND SERVICES	308,500	308,500	308,500
434,362	488,450	550,375	TOTAL EXPENDITURES	629,115	629,115	629,115

DEPARTMENT: MIDDLEFIELD GOLF COURSE**OVERVIEW**

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

DEPARTMENT OPERATIONAL OBJECTIVES

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

BUDGET YEAR OBJECTIVES

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

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2011-12

- Continued youth program with successful summer camp.
- Continued to enhance deli menu.
- Continued to overhaul all golf course equipment including golf carts.
- Continued to develop record keeping and cost tracking for entire Middlefield fleet including rental golf carts.
- Continued to promote Men's and Women's clubs & Junior Clinic participation.
- Implemented monthly Newsletter.
- Hosted Cottage Grove and Creswell school golf teams for practice and tournaments.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2011-12

- Reallocated personnel between various funds.

Position	FULL-TIME EQUIVALENT POSITIONS			
	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12	Proposed 2012-13
Community Services Director	0.15	0.15	0.15	0.15
Golf Shop Manager	1.00	1.00	1.00	1.00
Golf Shop Assistant	1.42	1.35	1.50	1.45
Golf Course Superintendent	1.00	1.00	1.00	1.00
Golf Course Assist. Super/Mechanic	0.67	0.67	0.67	0.69
Groundskeeper/Temporary Worker	0.25	0.29	0.40	-
Groundskeeper/Reg. Part Time Worker	2.65	2.65	2.83	2.21
	7.14	7.11	7.55	6.50



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

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2008-09	Actual 2009-10	Actual 2010-11	Estimated 2011-12
Use reuse water for irrigation purposes	Number of gallons applied	0	0	0	350,000
Provide facility for community golf programs and tournaments annually	No.of tournaments	23	25	21	24
	No. of annual memberships	*	49	54	60
	Value of weekday rounds	\$ 120,010	\$ 106,301	\$ 110,000	
	Value of weekend rounds	\$ 93,125	\$ 74,202	\$ 78,000	
	Value of twilight rounds	\$ 18,123	\$ 18,756	\$ 19,000	
	Attendance at Golf Camp	40	80	40	40
	No. of High School Golf Events	7	8	7	8
Increase sales in indirect services to support operations & maintenance	Clubs/Cart rental	\$ 67,034	\$ 58,492	\$ 48,476	\$ 50,000
	Deli Shop revenue	\$ 52,701	\$ 45,211	\$ 37,819	\$ 40,000
	Pro Shop revenue	\$ 19,754	\$ 21,466	\$ 23,472	\$ 25,000



Middlefield Golf Course

**City of Cottage Grove
Fiscal Year 2012-13 Budget**

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

			2012-13			
2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
PERSONNEL SERVICES						
9,203	9702	10,355	60475 COMMUNITY SERVICES DIRECTOR - 0.15 FTE	11,090	11,090	11,090
34,158	35,864	38,600	60476 GOLF SHOP MANAGER - 1.0 FTE	41,335	41,335	41,335
21,863	24,657	30,220	60477 GOLF SHOP ASSISTANT - 1.50 FTE	29,755	29,755	29,755
48,268	50,686	54,550	60478 GOLF COURSE SUPERINTENDENT - 1.0 FTE	55,180	55,180	55,180
23,165	23,514	23,285	60479 G.C. ASSIST SUPER/MECHANIC - 0.67 FTE	25,535	25,535	25,535
4,334	7,016	7,140	61000 GROUNDSKEEPER/TEMP. WORK - 0.40 FTE	0	0	0
32,637	36,533	52,640	61010 GROUNDSKEEPER/REG. PT. WORK - 2.83 FTE	43,190	43,190	43,190
101	0	500	61100 OVERTIME	400	400	400
2,817	3,013	3,925	62010 WORKERS' COMPENSATION	3,255	3,255	3,255
268	580	985	62020 UNEMPLOYMENT	910	910	910
13,152	14,304	16,625	62030 FICA	15,800	15,800	15,800
92	92	95	63010 LIFE INSURANCE	95	95	95
13,939	15,883	23,055	63020 RETIREMENT	23,150	23,150	23,150
523	524	530	63030 DISABILITY INSURANCE	585	585	585
27,247	29,739	39,180	63040 HEALTH INSURANCE	36,655	36,655	36,655
231,764	252,106	301,685	TOTAL PERSONNEL SERVICES	286,935	286,935	286,935
MATERIALS AND SERVICES						
6,264	5,207	4,000	70030 ADVERTISING	4,000	4,000	4,000
4,558	2,323	4,000	71000 CONTRACTUAL SERVICES	2,000	2,000	2,000
573	598	700	71020 LICENSES & PERMITS	700	700	700
578	1,077	750	71210 CLOTHING ALLOWANCE	750	750	750
16,627	19,816	20,000	71500 ELECTRICITY	21,500	21,500	21,500
5,287	5,995	6,250	71520 TELEPHONE	7,500	7,500	7,500
12,775	10,792	16,000	71540 FUEL & LUBRICANTS	18,000	18,000	18,000
10,255	9,414	14,000	71580 FERTILIZER	0	0	0
9	0	100	71600 POSTAGE	0	0	0
2,870	5,890	3,000	71700 BUILDING MAINT. & REPAIR	2,000	2,000	2,000
17,602	16,487	20,000	71710 EQUIPMENT MAINT. & REPAIR	15,000	15,000	15,000
381	626	1,000	71720 VEHICLE MAINT. & REPAIR	1,000	1,000	1,000
2,330	2,266	2,500	72000 COMPUTER SERVICE & SUPPLIES	2,000	2,000	2,000
558	634	600	72010 OFFICE SUPPLIES	600	600	600
28	108	200	72030 BOOKS, MAPS & PERIODICALS	200	200	200
4,190	1,856	5,000	72100 MINOR EQUIPMENT & TOOLS	4,500	4,500	4,500
714	0	500	72120 EQUIPMENT RENTAL & LEASE	1,000	1,000	1,000
1,850	1,322	1,500	72200 LANDSCAPING SUPPLIES	1,500	1,500	1,500
4,948	6,353	5,000	72320 IRRIGATION PARTS & SUPPLIES	4,500	4,500	4,500
19,397	18,713	20,000	72330 SUPPLIES/PRO SHOP INVENTORY	20,000	20,000	20,000
26,325	23,412	25,000	72340 SUPPLIES/DELI FOOD	22,000	22,000	22,000
5,377	7,755	8,000	72430 CHEMICALS/FERTILIZER	20,000	20,000	20,000
1,629	1,337	900	72600 CLEANING SUPPLIES	1,000	1,000	1,000
5,045	9,063	8,000	73000 SOIL/SAND/GRAVEL	7,000	7,000	7,000
8,857	9,489	8,000	73600 MISC. SUPPLIES & EXPENSE	6,000	6,000	6,000
2,327	3,197	3,000	74100 PROFESSIONAL ASSOC. DUES	3,100	3,100	3,100
458	360	750	74200 EDUCATION & REGISTRATION FEES	1,500	1,500	1,500
1,212	145	1,000	74210 TRAVEL & SUBSISTENCE	1,200	1,200	1,200
5,720	180	0	74230 LPGA/PGA REGISTRATION FEES	0	0	0
2,800	3,720	3,000	76000 ANIMAL CONTROL	1,000	1,000	1,000
171,543	168,136	182,750	TOTAL MATERIALS AND SERVICES	169,550	169,550	169,550
403,306	420,242	484,435	TOTAL EXPENDITURES	456,485	456,485	456,485

DEPARTMENT: WASTEWATER NON-DEPARTMENTAL**OVERVIEW**

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

DEPARTMENT OPERATIONAL OBJECTIVES

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

BUDGET YEAR OBJECTIVES

- To continue to support the activities of the Wastewater Fund.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2011-12

- Continuing expenditure for Whole Effluent Toxicity Testing and Metals/Organic Toxic testing and mitigation planning.

**City of Cottage Grove
Fiscal Year 2012-13 Budget**

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

2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	DESCRIPTION	2012-13		
				PROPOSED	APPROVED	ADOPTED
			MATERIALS & SERVICES			
301	455	750	70030 ADVERTISING	600	600	600
5,312	5,213	6,010	70100 AUDIT EXPENSE	4,350	4,350	4,350
35,317	28,473	35,050	70400 INSURANCE & BONDS	35,050	35,050	35,050
0	0	0	71000 CONTRACTUAL SERVICES	600	600	600
40	226	250	71600 POSTAGE	250	250	250
3,205	3,784	4,000	71610 UTILITY BILLING POSTAGE	3,550	3,550	3,550
2,667	2,155	2,800	72000 COMPUTER PROGRAMS & SUPPLIES	2,500	2,500	2,500
1,112	1,129	1,100	72010 OFFICE SUPPLIES	1,000	1,000	1,000
0	0	500	72030 BOOKS, MAPS & PERIODICALS	300	300	300
6,646	6,530	7,000	73220 NDPES DISCHARGE PERMIT	7,000	7,000	7,000
0	23,553	10,000	73240 SB 737 PLAN & TESTING	0	0	0
0	100	2,000	74000 PROGRAM FEES & DUES	1,000	1,000	1,000
826	1,629	2,000	74100 PROFESSIONAL ASSOCIATION DUES	2,000	2,000	2,000
1,472	790	1,900	74200 EDUCATION & REGISTRATION FEES	3,000	3,000	3,000
825	323	1,000	74210 TRAVEL & SUBSISTENCE	1,000	1,000	1,000
564	446	700	74300 EMPLOYEE MEDICAL EXAMS & TESTS	500	500	500
1,100	935	1,000	76010 RODENT CONTROL	1,000	1,000	1,000
0	250	250	76133 WATERSHED COUNCIL	300	300	300
38,401	0	0	76155 ENGINEERING ORWD GRANT	0	0	0
65,150	68,865	68,810	79900 ADMINISTRATION FEE	17,210	17,210	17,210
20,000	20,000	20,000	79910 ENGINEERING SERVICE FEES	5,000	5,000	5,000
182,938	164,857	165,120	TOTAL MATERIALS & SERVICES	86,210	86,210	86,210
110,670	111,332	111,280	90217 TRANSFER TO DEBT SERVICE	107,605	107,605	107,605
110,670	111,332	111,280	TOTAL TRANSFERS	107,605	107,605	107,605
0	0	53,550	99000 CONTINGENCY	70,490	70,490	70,490
130,281	122,707	0	99020 ENDING BALANCE	0	0	0
423,889	398,896	329,950	TOTAL EXPENDITURES	264,305	264,305	264,305
1,603,255	1,631,862	1,721,820	TOTAL WASTEWATER FUND EXPENDITURES	1,670,325	1,670,325	1,670,325