

CITY OF COTTAGE GROVE

ENTERPRISE FUNDS BUDGET SUMMARY

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

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

**02-00 WATER FUND
REVENUE**

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

CITY OF COTTAGE GROVE

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

DEPARTMENT: WATER DISTRIBUTION

FUNCTIONS AND RESPONSIBILITIES

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

BUDGET YEAR OBJECTIVES

Major objectives of the department are:

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

SIGNIFICANT BUDGET CHANGES

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

PRIOR YEAR ACCOMPLISHMENTS

Operation and Maintenance projects completed during FY07-08:

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

INDICATORS

Water service activities conducted during last budget year:

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

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

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

2008-09

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

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

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

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

CITY OF COTTAGE GROVE

FUND: WATER

FUND/DEPARTMENT #: 02-54

DEPARTMENT: WATER PRODUCTION

FUNCTIONS AND RESPONSIBILITIES

- The Water Production Department operates and maintains three raw water gravity surface intakes and four raw water pumping stations, two water production treatment plants, two finished water storage reservoirs, three pressure regulating stations, one finished water high service pumping station and three finished water booster pumping stations.
- Water Production is responsible for analyzing and monitoring the City's raw water sources and finished treated waters.
- The Department is responsible for selecting locations within the distribution system for the installation of dedicated water sampling stations for sampling and testing municipal water from throughout the distribution system for compliance with safe drinking water standards.
- The primary responsibility of the Water Production Department is treatment of all municipal water to assure that it meets or exceeds current safe drinking water quality regulations.
- Water Production maintains up-to-date records of operations and maintenance for evaluation of the water department facilities by regulatory agencies.
- Water Production also monitors, protects, and influences watershed management, in conjunction with the United States Forest Service and private landowners.
- The Water Production Department is an integral part of the City's water utility, and it works hand in hand with the Water Distribution Department to provide a quality water supply.

BUDGET YEAR OBJECTIVES

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

SIGNIFICANT BUDGET CHANGES

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

PRIOR YEAR ACCOMPLISHMENTS

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

INDICATORS

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

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

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

2008-09

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

CITY OF COTTAGE GROVE

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

DEPARTMENT: WATER NON-DEPARTMENTAL

FUNCTIONS AND RESPONSIBILITIES

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

BUDGET YEAR OBJECTIVES

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

SIGNIFICANT BUDGET CHANGES

- No significant budget changes proposed.

PRIOR YEAR ACCOMPLISHMENTS

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

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

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

2005-06 ACTUAL	2006-07 ACTUAL	2007-08 BUDGET	DESCRIPTION	2008-09		
				PROPOSED	APPROVED	ADOPTED
			MATERIALS & SERVICES			
4,009	1,201	1,000	70030 ADVERTISING	750	750	750
3,095	4,555	7,000	70040 CONSUMER CONFIDENCE REPORT	5,000	5,000	5,000
4,526	3,134	5,406	70100 AUDIT EXPENSE	3,250	3,250	3,250
29,044	24,105	20,114	70400 INSURANCE & BONDS	16,260	16,260	16,260
0	0	1,500	71600 POSTAGE	1,500	1,500	1,500
0	0	5,600	71610 UTILITY BILLING POSTAGE	10,000	10,000	10,000
1,690	1,799	1,700	72000 COMPUTER PROGRAMS & SUPPLIES	1,800	1,800	1,800
2,942	2,897	2,200	72010 OFFICE SUPPLIES	2,200	2,200	2,200
628	97	1,300	72030 BOOKS, MAPS & PERIODICALS	1,000	1,000	1,000
0	1,051	100	73600 MISCELLANEOUS SUPPLIES	200	200	200
0	391	600	74000 PROGRAM FEES & DUES	600	600	600
3,357	3,455	5,000	74100 PROFESSIONAL ASSOCIATION DUES	6,000	6,000	6,000
2,221	4,247	5,000	74200 EDUCATION & REGISTRATION FEES	6,000	6,000	6,000
1,443	2,422	2,200	74210 TRAVEL & SUBSISTENCE	2,200	2,200	2,200
824	953	1,200	74300 EMPLOYEE MEDICAL EXAMS & TESTS	1,800	1,800	1,800
0	0	250	76133 WATERSHED COUNCIL	250	250	250
76,303	68,441	68,507	79900 ADMINISTRATION CHARGES	68,605	68,605	68,605
20,000	20,000	20,000	79910 ENGINEERING SERVICE FEES	20,000	20,000	20,000
150,082	138,748	148,677	TOTAL MATERIALS & SERVICES	147,415	147,415	147,415
			TRANSFERS			
10,257	10,789	11,231	90217 TRANSFER TO DEBT SERVICE	11,600	11,600	11,600
83,548	35,024	55,000	90232 TRANSFER TO WATER RESERVE FUND	0	0	0
93,805	45,813	66,231	TOTAL TRANSFERS	11,600	11,600	11,600
0	0	54,822	99000 CONTINGENCY	49,940	49,940	49,940
0	0	0	99010 UNAPPROPRIATED ENDING BALANCE	0	0	0
188,331	0	0	99020 ENDING BALANCE	0	0	0
188,331	262,045	54,822	TOTAL ENDING BALANCE	0	0	0
432,218	446,606	269,730	TOTAL EXPENDITURES	208,955	208,955	208,955
1,281,723	1,427,371	1,401,507	TOTAL WATER FUND EXPENDITURES	1,443,685	1,443,685	1,443,685

CITY OF COTTAGE GROVE

FUND: INDUSTRIAL PARK OPERATIONS

FUND/DEPARTMENT #: 9

FUNCTIONS AND RESPONSIBILITIES

The purpose of the Industrial Park Operations Fund is to:

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

BUDGET YEAR OBJECTIVES

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

PRIOR YEAR ACCOMPLISHMENTS

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

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

09-00 INDUSTRIAL PARK OPERATIONS

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

CITY OF COTTAGE GROVE

FUND: STORM DRAIN UTILITY

FUND/DEPARTMENT #: 10

FUNCTIONS AND RESPONSIBILITIES

- The primary responsibility of the storm drainage utility is to collect and convey storm water through the storm drainage system to various river outfalls. The storm drainage system has approximately 29.46 miles of main lines ranging in size from 4 inches to 66 inches in diameter. The system also contains several open channels and drainage ditches.
- The storm drainage utility provides the following detailed services: 1) Performs minor repairs and cleaning of storm drainage mainlines, catch basins and inlets; 2) Provides utility locating service for underground utilities; 3) Performs periodic drainage channel cleaning.

BUDGET YEAR OBJECTIVES

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

Primary objectives are:

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

SIGNIFICANT BUDGET CHANGES

A 12% increase in storm drainage fees will be implemented during the billing cycle beginning mid-July. This increase is the result of a corresponding increase in storm system operations costs.

PRIOR YEAR ACCOMPLISHMENTS

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

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

10-00 STORM DRAIN UTILITY

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

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

10-00 STORM DRAIN UTILITY

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

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

**23-00 WASTEWATER FUND
REVENUE**

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

CITY OF COTTAGE GROVE

FUND: WASTEWATER

FUND/DEPARTMENT #: 23-51

DEPARTMENT: WASTEWATER COLLECTION

FUNCTIONS AND RESPONSIBILITIES

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

BUDGET YEAR OBJECTIVES

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

PRIOR YEAR ACCOMPLISHMENTS

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

INDICATORS

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

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

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

2008-09

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

CITY OF COTTAGE GROVE

FUND: WASTEWATER

FUND/DEPARTMENT #: 23-52

DEPARTMENT: WASTEWATER TREATMENT PLANT

FUNCTIONS AND RESPONSIBILITIES

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

BUDGET YEAR OBJECTIVES

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

SIGNIFICANT BUDGET CHANGES

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

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

PRIOR YEAR ACCOMPLISHMENTS

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

INDICATORS

- The 2006 upgrade of the Wastewater Treatment Plant has an activated sludge process. The improvements were designed to reduce pollutant discharge and thermal loading to the Coast Fork Willamette River; their impact on the ecology of the stream will prevent a reduction in dissolved oxygen. The plant upgrade will also result in summer discharges being available for reuse as irrigation water on the Middlefield Golf Course.
- Additional treatment parameters including reductions in phosphorous, ammonia, temperature and chlorine levels have been added to the City's discharge permit.
- The upgraded facilities at the WWTP now have redundancy in digestion, secondary clarification, disinfection and residual processing.
- The plant upgrade has raised the present plant's wet weather hydraulic capacity from 3.7 MGD to 13 MGD.
- Typical WWTP dry weather flow = 1.0 million gallons/day
- WWTP design flow – 2.0 million gallons/day
- WWTP peak wet weather flow - 8 million gallons/day
- The new treatment plant has been designed for the City's anticipated needs through the year 2025.

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

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

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

CITY OF COTTAGE GROVE

FUND: WASTEWATER

FUND/DEPARTMENT #: 23-53

DEPARTMENT: MIDDLEFIELD GOLF COURSE

FUNCTIONS AND RESPONSIBILITIES

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

BUDGET YEAR OBJECTIVES

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

PRIOR YEAR ACCOMPLISHMENTS

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

STAFFING

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

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

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

2008-09

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

CITY OF COTTAGE GROVE

FUND: WASTEWATER

FUND/DEPARTMENT #: 23-95

DEPARTMENT: NON-DEPARTMENTAL

FUNCTIONS AND RESPONSIBILITIES

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

BUDGET YEAR OBJECTIVES

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

SIGNIFICANT BUDGET CHANGES

- No significant budget changes are proposed in this department.

PRIOR YEAR ACCOMPLISHMENTS

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

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

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

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