

**CITY OF COTTAGE GROVE**

**RESERVE FUNDS BUDGET SUMMARY**

<b>FUND/DEPARTMENT</b>	<b>FY2010-11 ACTUAL</b>	<b>FY2011-12 ACTUAL</b>	<b>FY2012-13 ACTUAL</b>	<b>FY2013-14 BUDGET</b>	<b>FY2014-15 ADOPTED</b>
General Reserve Fund	138,880	308,611	229,490	268,460	170,265
Water Reserve Fund	1,931,721	1,212,162	1,748,546	2,109,460	2,307,380
Wastewater Reserve Fund	1,049,303	1,210,524	970,163	1,306,410	1,055,220
Storm Drain Reserve Fund	845,895	181,410	690,393	1,356,990	1,095,280
<b>Total Reserve Funds</b>	<b>3,965,799</b>	<b>2,912,707</b>	<b>3,638,592</b>	<b>5,041,320</b>	<b>4,628,145</b>



**FUND: GENERAL RESERVE**

**FUND/DEPARTMENT #: 731-731**

**DEPARTMENT: N/A**

## **OVERVIEW**

The General Reserve Fund was reaffirmed and authorized by Ordinance No. 2813, on June 1, 1998 and continued by Resolution No. 1663 on June 9 , 2008 to acquire equipment, vehicles, property or buildings, to make major repairs or capital improvements, construct facilities, or to conduct contractual services related to General Fund activities or programs of the City of Cottage Grove. The reserve fund will be reviewed at the City Council's first meeting in June, 2018 and the City Council will determine the continued need for the fund.

## **BUDGET YEAR OBJECTIVES**

- Fund replacement of toilets in upstairs restroom at City Hall.
- Fund computer software and hardware purchases as needed.
- Fund replacement of HVAC Heat Pump at City Hall.
- Fund modifications to the heating and HVAC systems at the Vealy House.
- Provide funds for construction of an evidence storage facility in the Police Department impound yard.

## **MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2013-14**

- Purchased new financial accounting software and hardware.
- Removed carpet and refinished concrete floor at City Hall.
- Replaced outer entry door at the Community Center.
- Completed a structural analysis of the Museum.
- Made last payment towards debt retirement for the Public Works shop facility.

**City of Cottage Grove  
Fiscal Year 2014-15 Budget**

**731-731 GENERAL RESERVE FUND**

2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	DESCRIPTION	2014-15		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
58,285	128,911	83,250	41010 CARRYOVER	70,000	70,000	70,000
326	371	210	53200 INTEREST INCOME	265	265	265
0	208	0	54060 MISCELLANEOUS REVENUE	0	0	0
0	0	0	54400 LOAN PROCEEDS	0	0	0
250,000	100,000	185,000	55001 TRANSFER FROM GENERAL FUND	100,000	100,000	100,000
308,611	229,490	268,460	TOTAL REVENUE	170,265	170,265	170,265
EXPENDITURES						
MATERIALS AND SERVICES						
4,340	1,703	15,000	71000 CONTRACTURAL SERVICES	15,265	15,265	15,265
0	45,494	54,500	72000 COMPUTER PROGRAMS/TRNG	5,000	5,000	5,000
4,340	47,197	69,500	TOTAL MATERIALS AND SERVICES	20,265	20,265	20,265
CAPITAL OUTLAY						
148,444	89,927	157,800	83000 BUILDINGS & IMPROVEMENTS	120,000	120,000	120,000
0	528	20,000	84000 MOTOR VEHICLE	10,000	10,000	10,000
0	8,446	0	84010 WORK EQUIPMENT	0	0	0
0	5,445	7,700	84030 COMPUTER EQUIPMENT	20,000	20,000	20,000
148,444	104,345	185,500	TOTAL CAPITAL OUTLAY	150,000	150,000	150,000
DEBT SERVICE						
0	0	13,180	90110 LOAN PRINCIPAL - CITY SHOP	0	0	0
0	0	280	90111 LOAN INTEREST - CITY SHOP	0	0	0
		13,460	TOTAL DEBT SERVICE	0	0	0
26,916	26,916	0	90217 TRANSFER TO DEBT SERVICE	0	0	0
0	0	0	99000 CONTINGENCY	0	0	0
128,912	51,032	0	99020 ENDING BALANCE	0	0	0
308,611	229,490	268,460	TOTAL EXPENDITURES	170,265	170,265	170,265

**FUND: WATER RESERVE**

**FUND/DEPARTMENT #: 732-732**

**DEPARTMENT: N/A**

## **OVERVIEW**

The Water Reserve Fund was authorized by Ordinance No. 2814 on June 1, 1998 and continued by Resolution No. 1664 on June 9, 2008 for the following purposes: To acquire equipment, vehicles, property or buildings, to make major repairs and capital improvements, construct facilities, or to conduct contractual services related to the Water system of the City of Cottage Grove. The City Council will review and consider the continuation of this fund at the first meeting in June, 2018.

## **BUDGET YEAR OBJECTIVES**

- Provide funding for work equipment used by the City's Public Works crew, in the maintenance of the water system and water treatment plant.
- Provide the funding to pay debt service for the upgrades to the Water Treatment Plant and City Shop.
- Provide funding for the replacement of Taylor Avenue Pump Station by combining it with the Cottage Heights Pump Station and backup power supply for both booster pump stations.
- Provide funding to hire a consultant to develop a Water Master Plan.
- Continue to work on the transfer of water rights to the Row River Water Treatment Plant.
- Continue to provide funding for another 5-year fiscal utility plan.

## **MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2013-14**

- Funded waterline replacement projects on Jefferson Avenue near Jim's Tire, and South 3rd Street.
- Provided funding for the design of the upgrades to the Taylor Avenue and Holly Avenue Pump Stations..
- Continued funding of transfer of water rights to the Row Water Treatment Plant.
- Provided funding for the annual debt payment for the loan to complete the City shop improvements as well as construction projects.

## **SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2013-14**

- Raise the water improvement portion of the water rates 4.5% as outlined in the adopted 5 year fiscal plan to fund the debt payments.

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**732-732 WATER RESERVE FUND**

2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET		2014-15		
			DESCRIPTION	PROPOSED	APPROVED	ADOPTED
REVENUE						
715,527	746,997	815,375	41010 CARRYOVER	858,965	858,965	858,965
1,137,654	1,146,339	1,280,385	45011 WATER SURCHARGE	1,271,715	1,271,715	1,271,715
2,731	2,849	1,500	53200 INTEREST INCOME	1,500	1,500	1,500
3,248	233	200	54060 MISCELLANEOUS REVENUE	200	200	200
0	731,000	0	54400 BOND SALE/LOAN PROCEEDS	0	0	0
100,000	75,000	12,000	55002 TRANSFER FROM WATER FUND	175,000	175,000	175,000
1,959,159	2,702,418	2,109,460	TOTAL REVENUE	2,307,380	2,307,380	2,307,380
EXPENDITURES						
MATERIALS & SERVICES						
0	0	375	70100 AUDIT EXPENSES	4,415	4,415	4,415
25,918	92,169	227,335	71000 CONTRACTUAL SERVICES	176,885	176,885	176,885
17,487	12,960	38,490	79900 ADMINISTRATIVE FEE	15,280	15,280	15,280
34,486	31,691	112,060	79910 ENGINEERING SERVICE FEES	94,960	94,960	94,960
77,891	136,820	378,260	TOTAL MATERIALS & SERVICES	291,540	291,540	291,540
CAPITAL OUTLAY						
308,651	813,028	762,400	83000 BUILDINGS & IMPROVEMENTS	933,990	933,990	933,990
0	0	1,000	84000 MOTOR VEHICLES	1,000	1,000	1,000
41,063	19,975	24,050	84010 WORK EQUIPMENT	24,050	24,050	24,050
0	0	0	84030 COMPUTER EQUIPMENT	0	0	0
349,714	833,003	787,450	TOTAL CAPITAL OUTLAY	959,040	959,040	959,040
DEBT SERVICE						
0	0	13,180	90110-084 LOAN PRINCIPAL PAYMENT - CITY SHOP	0	0	0
0	0	2,120	90110-085 LOAN PRINCIPAL PAYMENT - VACTOR	540	540	540
0	0	25,000	90110-086 LOAN PRINCIPAL PAYMENT - LOCAP PROJECTS	25,000	25,000	25,000
0	0	52,655	90110-095 LOAN PRINCIPAL PAYMENT - SURCHARGE	55,410	55,410	55,410
0	0	255,000	90110-096 LOAN PRINCIPAL PAYMENT - LOCAP - WTP	245,000	245,000	245,000
0	0	72,330	90110-103 LOAN PRINCIPAL PAYMENT - WTP	72,760	72,760	72,760
0	0	280	90111-087 LOAN INTEREST PAYMENT - CITY SHOP	0	0	0
0	0	65	90111-088 LOAN INTEREST PAYMENT - VACTOR	5	5	5
0	0	25,685	90111-089 LOAN INTEREST PAYMENT - LOCAP PROJECTS	27,415	27,415	27,415
0	0	56,160	90111-097 LOAN INTEREST PAYMENT - SURCHAGE	53,410	53,410	53,410
0	0	195,820	90111-098 LOAN INTEREST PAYMENT - LOCAP - WTP	207,625	207,625	207,625
0	0	108,400	90111-104 LOAN INTEREST PAYMENT - WTP	105,865	105,865	105,865
0	0	0	90116-000 LOAN ADMINISTRATION FEE - LOCAP	155	155	155
0	0	806,695	TOTAL DEBT SERVICE	793,185	793,185	793,185
784,557	778,723	0	90217 TRANSFER TO DEBT SERVICE	0	0	0
0	0	137,055	99000 CONTINGENCY	263,615	263,615	263,615
0	0	0	99012 RESERVE FOR FUTURE EXP.	0	0	0
746,997	953,872	0	99020 ENDING BALANCE	0	0	0
746,997	953,872	137,055	TOTAL ENDING BALANCE	263,615	263,615	263,615
1,959,159	2,702,418	2,109,460	TOTAL EXPENDITURES	2,307,380	2,307,380	2,307,380

**FUND: WASTEWATER RESERVE****FUND/DEPARTMENT #: 735-735****DEPARTMENT: N/A****OVERVIEW**

The Wastewater Reserve Fund was authorized by Ordinance No. 2815 on June 1, 1998 and continued by Resolution No. 1665 on June 9, 2008 for the following purposes: To accumulate monies to acquire equipment, vehicles, property or buildings, to make major repairs or capital improvements, construct facilities, or to conduct contractual services related to the wastewater system of the City of Cottage Grove including the Golf Course. The revenue raised by the wastewater surcharge accumulates in this fund for these purposes. The City Council will review and consider the continuation of this fund at the first meeting in June, 2018.

**BUDGET YEAR OBJECTIVES**

- Continue to provide a portion of the lease/purchase payment on the Vactor truck.
- Provide the funding to pay debt service for the upgrades to the Wastewater Treatment Plant.
- Continue to provide the lease/purchase payment for the recently acquired greens roller, fairway mower, rough mower and greens mower.
- Purchase a loader for the handling of biosolids at the treatment plant.
- Provide funding for replacement projects on South 1<sup>st</sup> Street and alley off Villard Avenue.
- Continue to provide funding for another 5-year fiscal utility plan.

**MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2013-14**

- Continued to provide the funding to pay debt service for the upgrades to the wastewater treatment plant.
- Completed funding of the wastewater share of the annual debt payment for the loan to complete the City shop improvements as well as its share of the debt payment on the backhoe.
- Completely replaced the two wastewater lift stations at Middlefield Estates.
- Hired a consultant to complete the mixing zone study, which was part of the NPDES discharge permit renewal.
- Provided a portion of monies to complete various shop improvements and building improvements at the golf course.
- Provided funding for sanitary sewer line replacement projects on South 3rd Street, Jefferson Avenue and in two alleys.

**SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2013-14**

- Raise the improvement portion of the wastewater rates 6.5% as outlined in the adopted 5 year fiscal plan to fund the debt payments.

**City of Cottage Grove  
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**735-735 WASTEWATER RESERVE**

2011-12	2012-13	2013-14		2014-15
ACTUAL	ACTUAL	BUDGET	DESCRIPTION	PROPOSED    APPROVED    ADOPTED
REVENUE				
225,633	218,014	478,615	41010 CARRYOVER	89,235    89,235    89,235
818,360	822,816	827,445	45043 WW SYS IMPR SURCHARGE	865,635    865,635    865,635
0	0	0	51015 STATE REVOLVING LOAN FUND	0    0    0
0	0	0	51120 FEDERAL GRANTS	0    0    0
328,684	0	0	51130 STATE & LOCAL GRANTS	0    0    0
526	1,265	250	53200 INTEREST INCOME	250    250    250
450	38	100	54060 MISCELLANEOUS REVENUE	100    100    100
54,885	565,000	0	54400 BOND/SALE/LOAN PROCEEDS	100,000    100,000    100,000
0	0	0	54420 INTERFUND LOAN PROCEEDS	0    0    0
0	0	0	55023 TRANS. FROM WASTEWATER FUND	0    0    0
0	0	0	55030 TRANSFER FROM WASTEWATER SDC FUND	0    0    0
1,428,537	1,607,133	1,306,410	TOTAL REVENUE	1,055,220    1,055,220    1,055,220
EXPENDITURES				
MATERIALS & SERVICES				
0	0	3,300	70100 AUDIT EXPENSE	2,450    2,450    2,450
31,800	6,606	140,000	71000 CONTRACTUAL SERVICES	38,000    38,000    38,000
12,928	0	41,705	79900 ADMINISTRATIVE FEE	18,045    18,045    18,045
0	15,592	49,000	79910 ENGINEERING SERVICE FEES	16,960    16,960    16,960
44,728	22,198	234,005	TOTAL MATERIALS & SERVICES	75,455    75,455    75,455
CAPITAL OUTLAY				
341,528	189,848	315,000	83000 BUILDINGS & IMPROVEMENTS	105,000    105,000    105,000
0	0	0	83040 INFRASTRUCTURE REPLACEMENT	0    0    0
0	0	0	84000 MOTOR VEHICLES	100,000    100,000    100,000
77,101	13,510	13,750	84010 WORK EQUIPMENT	15,950    15,950    15,950
0	0	0	84030 COMPUTER EQUIPMENT	0    0    0
418,629	203,358	328,750	TOTAL CAPITAL OUTLAY	220,950    220,950    220,950
DEBT SERVICE				
0	0	13,180	90110-084 LOAN PRINCIPAL PAYMENT - CITY SHOP	0    0    0
0	0	25,440	90110-085 LOAN PRINCIPAL PAYMENT - VACTOR	6,470    6,470    6,470
0	0	20,000	90110-086 LOAN PRINCIPAL PAYMENT - LOCAP	20,000    20,000    20,000
0	0	425,000	90110-099 LOAN PRINCIPAL PAYMENT - WWTP	415,000    415,000    415,000
0	0	2,240	90110-100 LOAN PRINCIPAL PAYMENT - ROLLER	570    570    570
0	0	0	90110-107 LOAN PRINCIPAL PAYMENT - MOWERS	14,145    14,145    14,145
0	0	0	90110-109 LOAN PRINCIPAL PAYMENT - LOADER	17,055    17,055    17,055
0	0	280	90111-087 LOAN INTEREST PAYMENT - CITY SHOP	0    0    0
0	0	770	90111-088 LOAN INTEREST PAYMENT - VACTOR	45    45    45
0	0	19,840	90111-089 LOAN INTEREST PAYMENT - LOCAP	21,165    21,165    21,165
0	0	232,320	90111-101 LOAN INTEREST PAYMENT - WWTP	243,350    243,350    243,350
0	0	70	90111-102 LOAN INTEREST PAYMENT - ROLLER	5    5    5
0	0	0	90111-108 LOAN INTEREST PAYMENT - MOWERS	310    310    310
0	0	0	90111-110 LOAN INTEREST PAYMENT - LOADER	3,600    3,600    3,600
0	0	0	90116 LOAN ADMINISTRATION FEE - LOCAP	215    215    215
0	0	739,140	TOTAL DEBT SERVICE	741,930    741,930    741,930
747,167	744,608	0	90217 TRANSFER TO DEBT SERVICE	0    0    0
0	0	0	90400 LOANS TO OTHER FUNDS	0    0    0
0	0	4,515	99000 CONTINGENCY	16,885    16,885    16,885
0	0	0	99012 RESERVE FOR FUTURE EXP.	0    0    0
218,013	636,969	0	99020 ENDING BALANCE	0    0    0
218,013	636,969	4,515	TOTAL ENDING BALANCE	16,885    16,885    16,885
1,428,537	1,607,133	1,306,410	TOTAL EXPENDITURES	1,055,220    1,055,220    1,055,220



**FUND: STORM DRAIN RESERVE****FUND/DEPARTMENT #: 736-736****DEPARTMENT: N/A****OVERVIEW**

The Storm Drain Reserve Fund was authorized by Ordinance No. 2818, on June 1, 1998 and continued by Resolution No. 1666 on June 9, 2008 to accumulate funds for the following purposes: To acquire equipment, vehicles, property or buildings, to make major repairs or capital improvements, construct facilities, or to conduct contractual services related to the storm drainage system of the City of Cottage Grove. The revenue raised by the Storm Drainage surcharge fee accumulates in this fund for these purposes. The City Council will review and consider the continuation of this fund at the first meeting in June, 2018.

**BUDGET YEAR OBJECTIVES**

- Provide funding for work equipment used by the City's Public Works crew in the maintenance of the storm drainage system.
- Provide funding for bank stabilization project along the Coast Fork of the Willamette River.
- Complete engineering design and construction of miscellaneous sections of the storm drainage system.
- Construct CG-EX-3 (South 7<sup>th</sup> Street from Quincy to Harrison) projects from the Storm Water Master Plan.
- Continue to provide a portion of the lease/purchase payment on the Vactor truck.
- Provide a portion of the funding for a street sweeper.
- Provide funding for construction projects.
- Continue to provide funding for another 5-year fiscal utility plan.

**MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2013-14**

- Constructed CG-EX-05(South 10th from Quincy to Main) project from the Storm Water Master Plan.
- Constructed storm drainage improvements on South 3rd Street.

**SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2013-14**

- Follow adopted 5 year utility rate plan and increase storm drain improvement portion of the storm drainage fee from \$4.24 per equivalent service unit (ESU) to \$5.15 per ESU.

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**736-736 STORM DRAIN RESERVE**

2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	DESCRIPTION	2014-15		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
628,655	623,726	1,024,550	41010 CARRYOVER	665,235	665,235	665,235
173,249	274,406	330,390	45051 STORM DRAIN SURCHARGE	402,995	402,995	402,995
2,917	4,922	2,000	53200 INTEREST INCOME	2,000	2,000	2,000
315	38	50	54060 MISCELLANEOUS REVENUE	50	50	50
0	1,287,000	0	54400 LOAN PROCEEDS	25,000	25,000	25,000
805,136	2,190,092	1,356,990	TOTAL REVENUE	1,095,280	1,095,280	1,095,280
EXPENDITURES						
MATERIALS & SERVICES						
0	0	0	70100 AUDIT EXPENSE	1,745	1,745	1,745
1,281	2,828	75,000	71000 CONTRACTUAL SERVICES	73,000	73,000	73,000
10,978	12,440	10,600	79900 ADMINISTRATIVE FEE	46,025	46,025	46,025
38,700	40,920	105,200	79910 ENGINEERING SERVICES	82,760	82,760	82,760
50,959	56,188	190,800	TOTAL MATERIALS & SERVICES	203,530	203,530	203,530
CAPITAL OUTLAY						
61,009	571,041	650,300	83000 BUILDINGS & IMPROVEMENTS	510,300	510,300	510,300
0	0	50,000	83040 INFRASTRUCTURE REPLACEMENT	50,000	50,000	50,000
0	0	1,000	84000 MOTOR VEHICLES	26,000	26,000	26,000
5,776	5,620	6,950	84010 WORK EQUIPMENT	6,950	6,950	6,950
66,785	576,661	708,250	TOTAL CAPITAL OUTLAY	593,250	593,250	593,250
DEBIT SERVICE						
0	0	13,180	90110-084 LOAN PRINCIPAL PAYMENT - CITY SHOP	0	0	0
0	0	26,500	90110-085 LOAN PRINCIPAL PAYMENT - VACTOR	6,740	6,740	6,740
0	0	45,000	90110-086 LOAN PRINCIPAL PAYMENT - LOCAP	45,000	45,000	45,000
0	0	0	90110-105 LOAN PRINCIPAL PAYMENT - SWEEPER	3,365	3,365	3,365
0	0	280	90111-087 LOAN INTEREST PAYMENT - CITY SHOP	0	0	0
0	0	800	90111-088 LOAN INTEREST PAYMENT - VACTOR	45	45	45
0	0	45,160	90111-089 LOAN INTEREST PAYMENT - LOCAP	48,175	48,175	48,175
0	0	0	90111-106 LOAN INTEREST PAYMENT - SWEEPER	900	900	900
0	0	0	90116-000 LOAN ADMINISTRATION FEE - LOCAP	30	30	30
0	0	130,920	TOTAL DEBIT SERVICE	104,255	104,255	104,255
63,666	57,544	0	90217 TRANSFER TO DEBT SERVICE	0	0	0
0	0	327,020	99000 CONTINGENCY	194,245	194,245	194,245
0	0	0	99012 RESERVE FOR FUTURE EXP.	0	0	0
623,726	1,499,699	0	99020 ENDING BALANCE	0	0	0
623,726	1,499,699	327,020	TOTAL ENDING BALANCE	194,245	194,245	194,245
805,136	2,190,092	1,356,990	TOTAL EXPENDITURES	1,095,280	1,095,280	1,095,280