CITY OF COTTAGE GROVE

RESERVE FUNDS BUDGET SUMMARY

FUND/DEPARTMENT	FY2008-09 ACTUAL	FY2009-10 ACTUAL	FY2010-11 ACTUAL	FY2011-12 BUDGET	FY2012-13 ADOPTED
General Reserve Fund	698,346	143,993	138,880	325,500	261,335
Water Reserve Fund	2,977,833	1,889,006	1,931,721	2,154,935	2,003,245
Wastewater Reserve Fund	1,041,311	1,076,033	1,049,303	2,621,415	1,759,035
Storm Drain Reserve Fund	785,115	875,654	845,895	898,625	2,064,425
Total Reserve Funds	**5,502,605**	**3,984,686**	**3,965,799**	**6,000,475**	**6,088,040**

CITY OF
COTTAGE GROVE
OREGON

FUND: GENERAL RESERVE **FUND/DEPARTMENT #: 31-00**

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

- Provide share of annual debt retirement for public works shop facilities.
- Provide funds for carpet removal and concrete floor work at City Hall.
- Fund replacement of toilets in upstairs restroom at City Hall.
- Fund computer software and hardware purchases for the Finance Department.
- Fund replacement of HVAC Heat Pump at City Hall.
- Fund the replacement of front doors and accessibility modifications at City Hall.
- Provide funds for painting the exterior of the Community Center.
- Fund replacement of the roof at the Vealy House.
- Provide funds for construction of a storage facility at Public Works for the Police Department.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2011-12

- Continued to provide share of annual debt retirement for public works shop facilities.
- Paid for materials for Centennial Bridge painting and repair. Lions Club provided labor.
- Funded a portion of installing a generator at City Hall.
- Funded design of accessible entrance and security for City Hall.

City of Cottage Grove
Fiscal Year 2012-13 Budget

31-00 GENERAL RESERVE FUND

2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	DESCRIPTION	2012-13 PROPOSED	2012-13 APPROVED	2012-13 ADOPTED
			REVENUE			
34,476	8,861	100,000	41010 CARRYOVER	76,310	76,310	76,310
512	19	500	53200 INTEREST INCOME	25	25	25
1,006	0	0	54060 MISCELLANEOUS REVENUE	0	0	0
108,000	130,000	225,000	55001 TRANSFER FROM GENERAL FUND	185,000	185,000	185,000
143,993	**138,880**	**325,500**	**TOTAL REVENUE**	**261,335**	**261,335**	**261,335**
			EXPENDITURES			
			MATERIALS AND SERVICES			
9,417	3,700	4,500	71000 CONTRACTURAL SERVICES	15,000	15,000	15,000
	0	100,000	72000 COMPUTER PROGRAMS/TRNG	100,000	100,000	100,000
9,417	3,700	104,500	TOTAL MATERIALS AND SERVICES	115,000	115,000	115,000
			CAPITAL OUTLAY			
42,702	49,979	184,080	83000 BUILDINGS & IMPROVEMENTS	111,750	111,750	111,750
32,798	0	10,000	84030 COMPUTER EQUIPMENT	7,665	7,665	7,665
23,299	0	0	84080 WIRELESS EQUIPMENT	0	0	0
98,799	49,979	194,080	TOTAL CAPITAL OUTLAY	119,415	119,415	119,415
26,916	26,916	26,920	90217 TRANSFER TO DEBT SERVICE	26,920	26,920	26,920
8,860	58,285	0	99020 ENDING BALANCE	0	0	0
143,993	**138,880**	**#REF!**	**TOTAL EXPENDITURES**	**261,335**	**261,335**	**261,335**

FUND: WATER RESERVE **FUND/DEPARTMENT #: 32-00**

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.
- Continue to provide a portion of the lease/purchase payment on a backhoe.
- Provide the funding to pay debt service for the upgrades to the Water Treatment Plant and City Shop.
- Provide funding to Knox Hill Reservoirs repairs.
- Fund waterline replacement projects on Washington Avenue and Highway 99.
- Provide funding for the replacement of Taylor Avenue Pump Station and backup power supply at all three lift stations.
- Provide funding to hire a consultant to develop a Water Master Plan.
- Finalize the transfer of water rights to the Row River Water Treatment Plant.
- Perform coagulant study of the water system.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2011-12

- Fund waterline replacement projects on Taylor Avenue, Sweet Lane and North H Street and Row River Road.
- 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 its share of the debt payment on the backhoe.
- Purchased various pieces of work equipment for the Public Works Crew at the water treatment plant and City Shop.
- Provided materials to replace a water line on North H Street and South 11th Street.
- Provided a portion of monies to complete various shop improvements.

City of Cottage Grove
Fiscal Year 2012-13 Budget

32-00 WATER RESERVE FUND

2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	DESCRIPTION	2012-13 PROPOSED	2012-13 APPROVED	2012-13 ADOPTED
			REVENUE			
838,362	732,443	778,515	41010 CARRYOVER	304,955	304,955	304,955
1,021,314	1,143,282	1,173,920	45011 WATER SURCHARGE	1,121,590	1,121,590	1,121,590
4,293	3,023	2,500	53200 INTEREST INCOME	1,500	1,500	1,500
124	2,973	0	54060 MISCELLANEOUS REVENUE	200	200	200
9,913	0	0	54400 BOND SALE/LOAN PROCEEDS	500,000	500,000	500,000
15,000	50,000	200,000	55002 TRANSFER FROM WATER FUND	75,000	75,000	75,000
1,889,006	**1,931,721**	**2,154,935**	**TOTAL REVENUE**	**2,003,245**	**2,003,245**	**2,003,245**
			EXPENDITURES			
			MATERIALS & SERVICES			
0	0	0	70100 AUDIT EXPENSES	365	365	365
51,556	11,757	189,700	71000 CONTRACTUAL SERVICES	269,800	269,800	269,800
73,560	68,775	17,490	79900 ADMINISTRATIVE FEE	12,960	12,960	12,960
11,661	5,621	92,310	79910 ENGINEERING SERVICE FEES	84,610	84,610	84,610
136,777	86,153	299,500	TOTAL MATERIALS & SERVICES	367,735	367,735	367,735
			CAPITAL OUTLAY			
69,416	64,415	665,300	83000 BUILDINGS & IMPROVEMENTS	656,500	656,500	656,500
96	0	0	83040 INFRASTRUCTURE REPLACEMENT	0	0	0
9,913	7,180	0	84000 MOTOR VEHICLES	0	0	0
2,383	3,482	45,700	84010 WORK EQUIPMENT	40,800	40,800	40,800
0	720	0	84030 COMPUTER EQUIPMENT	0	0	0
81,808	75,797	711,000	TOTAL CAPITAL OUTLAY	697,300	697,300	697,300
937,952	1,054,244	784,560	90217 TRANSFER TO DEBT SERVICE	838,375	838,375	838,375
0	0	359,875	99000 CONTINGENCY	99,835	99,835	99,835
732,469	715,527		99020 ENDING BALANCE	0	0	0
732,469	715,527	359,875	TOTAL ENDING BALANCE	99,835	99,835	99,835
1,889,006	**1,931,721**	**2,154,935**	**TOTAL EXPENDITURES**	**2,003,245**	**2,003,245**	**2,003,245**

FUND: WASTEWATER RESERVE **FUND/DEPARTMENT #: 35-00**

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 a backhoe and Vactor truck.
- Provide the funding to pay debt service for the upgrades to the Wastewater Treatment Plant and City Shop.
- Continue to provide the lease/purchase payment for the recently acquired greens roller, fairway mower and greens mower.
- Purchase a Autoclave, a 4-inch root cutter and a portion of shoring trench box.
- Reserve funds to comply with loan documents on the Wastewater Treatment Plant improvements.
- Provide funding for replacement projects on Highway 99, Jefferson Avenue, South 3rd Street and South 8th Street.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2011-12

- Continued to provide the funding to pay debt service for the upgrades to the wastewater treatment plant.
- Funded 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.
- Purchased various pieces of work equipment for the Public Works Crew at the Golf Course, Treatment Plant, and City Shop.
- Provided a portion of monies to complete various shop improvements and building improvements at the golf course.
- Completed the digester modifications at Waste Water Treatment Plant.

City of Cottage Grove
Fiscal Year 2012-13 Budget

35-00 WASTEWATER RESERVE

2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	DESCRIPTION	2012-13 PROPOSED	2012-13 APPROVED	2012-13 ADOPTED
			REVENUE			
28,341	171,609	263,170	41010 CARRYOVER	276,445	276,445	276,445
785,356	818,183	820,355	45043 WW SYS IMPR SURCHARGE	832,240	832,240	832,240
0	34,280	1,457,740	51130 STATE & LOCAL GRANTS	0	0	0
95	144	50	53200 INTEREST INCOME	250	250	250
12,669	25,087	100	54060 MISCELLANEOUS REVENUE	100	100	100
129,572	0	80,000	54400 LOAN PROCEEDS	650,000	650,000	650,000
120,000	0	0	55030 TRANSFER FROM WASTEWATER SDC FUND	0	0	0
1,076,033	**1,049,303**	**2,621,415**	**TOTAL REVENUE**	**1,759,035**	**1,759,035**	**1,759,035**
			EXPENDITURES			
			MATERIALS & SERVICES			
			70100 AUDIT EXPENSE	3,300	3,300	3,300
25,886	28,454	58,200	71000 CONTRACTUAL SERVICES	5,000	5,000	5,000
8,115	0	12,930	79900 ADMINISTRATIVE FEE	0	0	0
0	0	0	79910 ENGINEERING SERVICE FEES	81,440	81,440	81,440
34,001	28,454	71,130	TOTAL MATERIALS & SERVICES	89,740	89,740	89,740
			CAPITAL OUTLAY			
0	56,921	1,423,540	83000 BUILDINGS & IMPROVEMENTS	509,000	509,000	509,000
121,577	0	0	84000 MOTOR VEHICLES	0	0	0
15,805	0	101,200	84010 WORK EQUIPMENT	12,500	12,500	12,500
137,382	56,921	1,524,740	TOTAL CAPITAL OUTLAY	521,500	521,500	521,500
733,041	738,296	755,365	90217 TRANSFER TO DEBT SERVICE	822,155	822,155	822,155
0	0	11,275	99000 CONTINGENCY	4,245	4,245	4,245
0	0	258,905	99012 RESERVE FOR FUTURE EXP.	321,395	321,395	321,395
171,609	225,633		99020 ENDING BALANCE			
171,609	225,633	270,180	TOTAL ENDING BALANCE	325,640	325,640	325,640
1,076,033	**1,049,303**	**2,621,415**	**TOTAL EXPENDITURES**	**1,759,035**	**1,759,035**	**1,759,035**

FUND: STORM DRAIN RESERVE **FUND/DEPARTMENT #: 36-00**

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 storm water rate credit analysis and 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-05(South 10th from Quincy to Main) project from the Storm Water Master Plan.
- Construct storm drain improvements on South 12th Street.
- Continue to provide a portion of the lease/purchase payment on a street sweeper, backhoe and Vactor truck.
- Provide funding for a portion of the City Shop improvements.
- Provide a portion of the funding necessary for a variety of shop improvements.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2011-12

- Constructed storm drain improvements on North "J" Street from Chestnut north to end.
- Constructed CG-EX-01(Quincy from 7^{th} to 10^{th}) project from the Storm Water Master Plan.
- Reconstructed the storm drain outfall from Whithycomb Avenue.
- The department provided funding for the storm drainage 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 street sweeper and backhoe.
- Purchased various pieces of work equipment for the Public Works Department.
- Provided a portion of the funds for the purchase of a vehicle for Public Works Department.

City of Cottage Grove
Fiscal Year 2012-13 Budget

36-00 STORM DRAIN RESERVE

2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	DESCRIPTION	2012-13 PROPOSED	2012-13 APPROVED	2012-13 ADOPTED
			REVENUE			
586,120	681,581	672,835	41010 CARRYOVER	390,530	390,530	390,530
161,373	160,792	222,790	45051 STORM DRAIN SURCHARGE	271,795	271,795	271,795
4,112	3,512	3,000	53200 INTEREST INCOME	2,000	2,000	2,000
0	9	0	54060 MISCELLANEOUS REVENUE	100	100	100
124,049	0	0	54400 LOAN PROCEEDS	1,400,000	1,400,000	1,400,000
875,654	**845,894**	**898,625**	**TOTAL REVENUE**	**2,064,425**	**2,064,425**	**2,064,425**
			EXPENDITURES			
			MATERIALS & SERVICES			
1,563	11,336	25,500	71000 CONTRACTUAL SERVICES	83,000	83,000	83,000
6,315	13,025	10,980	79900 ADMINISTRATIVE FEE	12,445	12,445	12,445
0	8,051	51,380	79910 ENGINEERING SERVICES	206,405	206,405	206,405
7,878	32,412	87,859	TOTAL MATERIALS & SERVICES	301,850	301,850	301,850
			CAPITAL OUTLAY			
911	100,779	362,100	83000 BUILDINGS & IMPROVEMENTS	1,282,500	1,282,500	1,282,500
0	0	50,000	83040 INFRASTRUCTURE REPLACEMENT	50,000	50,000	50,000
124,049	7,681	1,500	84000 MOTOR VEHICLES	1,000	1,000	1,000
4,392	14,639	13,250	84010 WORK EQUIPMENT	12,700	12,700	12,700
129,352	123,099	426,850	TOTAL CAPITAL OUTLAY	1,346,200	1,346,200	1,346,200
56,842	61,728	63,670	90217 TRANSFER TO DEBT SERVICE	224,565	224,565	224,565
0	0	320,245	99000 CONTINGENCY	191,810	191,810	191,810
0	0		99012 RESERVE FOR FUTURE EXP.	0	0	0
681,581	628,655		99020 ENDING BALANCE	0	0	0
681,581	628,655	320,245	TOTAL ENDING BALANCE	191,810	191,810	191,810
875,654	**845,894**	**898,624**	**TOTAL EXPENDITURES**	**2,064,425**	**2,064,425**	**2,064,425**