

CITY OF COTTAGE GROVE

RESERVE FUNDS BUDGET SUMMARY

FUND/DEPARTMENT	FY2007-08 ACTUAL	FY2008-09 ACTUAL	FY2009-10 ACTUAL	FY2010-11 BUDGET	FY2011-12 ADOPTED
General Reserve Fund	993,782	698,346	143,993	136,920	325,500
Water Reserve Fund	8,541,619	2,977,833	1,889,006	1,485,345	2,154,935
Wastewater Reserve Fund	1,197,030	1,041,311	1,076,033	1,023,765	2,621,415
Storm Drain Reserve Fund	794,713	785,115	875,654	850,295	898,625
Total Reserve Funds	11,527,144	5,502,605	3,984,686	3,496,325	6,000,475



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 HVAC Heat Pump replacement at City Hall.
- Provide funds to paint the exterior of the Community Center.
- Fund replacement of toilets in upstairs restroom at City Hall.
- Fund a portion of installing generators at City Hall.
- Fund computer software and hardware purchases for Finance and Engineering.
- Fund refinishing and repair of City Hall doors.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2010-11

- 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.
- Repaired crack in the west wall of the Community Center.

**City of Cottage Grove
Fiscal Year 2011-12 Budget**

31-00 GENERAL RESERVE FUND

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	DESCRIPTION	2011-12		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
580,084	34,476	26,805	41010 CARRYOVER	100,000	100,000	100,000
11,047	512	115	53200 INTEREST INCOME	500	500	500
0	1,006	0	54060 MISCELLANEOUS REVENUE	0	0	0
107,215	108,000	110,000	55001 TRANSFER FROM GENERAL FUND	225,000	225,000	225,000
698,346	143,993	136,920	TOTAL REVENUE	325,500	325,500	325,500
EXPENDITURES						
MATERIALS AND SERVICES						
200	9,417	4,500	71000 CONTRACTURAL SERVICES	4,500	4,500	4,500
0		0	72100 OFFICE EQUIPMENT			
0		0	72000 COMPUTER PROGRAMS/TRNG	100,000	100,000	100,000
200	9,417	4,500	TOTAL MATERIALS AND SERVICES	104,500	104,500	104,500
CAPITAL OUTLAY						
315,495	42,702	105,500	83000 BUILDINGS & IMPROVEMENTS	184,080	184,080	184,080
0	0	0	84000 MOTOR VEHICLE	0	0	0
6,850	32,798	0	84030 COMPUTER EQUIPMENT	10,000	10,000	10,000
314,409	23,299	0	84080 WIRELESS EQUIPMENT	0	0	0
636,754	98,799	105,500	TOTAL CAPITAL OUTLAY	194,080	194,080	194,080
26,916	26,916	26,920	90217 TRANSFER TO DEBT SERVICE	26,920	26,920	26,920
0		0	99000 CONTINGENCY			
0		0	99012 RESERVE FOR FUTURE EXP.			
34,476	8,860	0	99020 ENDING BALANCE			
698,346	143,993	136,920	TOTAL EXPENDITURES	325,500	325,500	325,500

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 that was acquired in 2007 and City Shop improvements.
- Provide the funding to pay debt service for the upgrades to the Water Treatment Plant.
- Fund replacement projects on Madison Ave., Taylor Avenue, Sweet Lane and North H Street.
- Provide funding for the replacement of Taylor Avenue Pump Station.
- Finalize the transfer of water rights to the Row River Water Treatment Plant.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2010-11

- Constructed a 31' x 50' metal building at the City Shop complex to house the Vector Truck.
- Continued funding of transfer of water rights to the Row Water Treatment Plant.
- The department 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.
- Provided a portion of the funds for the purchase of a vehicle for Public Works Department.



31' X 50' metal storage shed at the City Shop complex. Used to store the vactor truck and other related sanitary sewer and storm drainage maintenance equipment. Completed in May, 2011.



Vactor truck used to vacuum and/or jet sanitary sewer lines, manholes, storm drainage facilities, and excavation sites.

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32-00 WATER RESERVE FUND

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	DESCRIPTION	2011-12		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
883,440	838,362	375,690	41010 CARRYOVER	778,515	778,515	778,515
1,012,090	1,021,314	1,054,655	45011 WATER SURCHARGE	1,173,920	1,173,920	1,173,920
14,603	4,293	5,000	53200 INTEREST INCOME	2,500	2,500	2,500
123	124	0	54060 MISCELLANEOUS REVENUE	0	0	0
1,067,577	9,913	0	54400 BOND SALE/LOAN PROCEEDS	0	0	0
0	15,000	50,000	55002 TRANSFER FROM WATER FUND	200,000	200,000	200,000
0	0	0	55030 TRANSFER FROM WATER SDC FUND	0	0	0
2,977,833	1,889,006	1,485,345	TOTAL REVENUE	2,154,935	2,154,935	2,154,935
EXPENDITURES						
MATERIALS & SERVICES						
45,339	51,556	81,000	71000 CONTRACTUAL SERVICES	189,700	189,700	189,700
69,820	73,560	68,775	79900 ADMINISTRATIVE FEE	17,490	17,490	17,490
22,500	11,661	17,100	79910 ENGINEERING SERVICE FEES	92,310	92,310	92,310
137,659	136,777	166,875	TOTAL MATERIALS & SERVICES	299,500	299,500	299,500
CAPITAL OUTLAY						
1,530,656	69,416	128,400	83000 BUILDINGS & IMPROVEMENTS	665,300	665,300	665,300
33,537	96	0	83040 INFRASTRUCTURE REPLACEMENT	0	0	0
5,708	9,913	7,000	84000 MOTOR VEHICLES	0	0	0
22,565	2,383	5,850	84010 WORK EQUIPMENT	45,700	45,700	45,700
1,592,465	81,808	141,250	TOTAL CAPITAL OUTLAY	711,000	711,000	711,000
409,346	937,952	1,054,250	90217 TRANSFER TO DEBT SERVICE	784,560	784,560	784,560
0	0	122,970	99000 CONTINGENCY	359,875	359,875	359,875
838,362	732,469		99020 ENDING BALANCE			
838,362	732,469	122,970	TOTAL ENDING BALANCE	359,875	359,875	359,875
2,977,833	1,889,006	1,485,345	TOTAL EXPENDITURES	2,154,935	2,154,935	2,154,935



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 that was acquired in 2007 and City Shop improvements.
- Continue to provide wastewater allotment to provide a portion of the lease/purchase payment for the recently acquired 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.
- Purchase a fairway mower and greens mower for Middlefield Golf Course.
- Reserve funds to comply with loan documents on the Waste Water Treatment Plant improvements

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2010-11

- Continued to provide the funding to pay debt service for the upgrades to the wastewater treatment plant.
- The department provided funding for 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.

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35-00 WASTEWATER RESERVE

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	DESCRIPTION	2011-12		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
382,306	28,341	172,480	41010 CARRYOVER	263,170	263,170	263,170
655,891	785,356	801,135	45043 WW SYS IMPR SURCHARGE	820,355	820,355	820,355
0	0	0	51120 FEDERAL GRANTS	1,000,000	0	0
0	0	0	51130 STATE & LOCAL GRANTS	457,740	457,740	457,740
2,838	95	50	53200 INTEREST INCOME	50	50	50
275	12,669	100	54060 MISCELLANEOUS REVENUE	100	100	100
0	129,572	0	54400 LOAN PROCEEDS	80,000	80,000	80,000
0	0	50,000	55023 TRANS. FROM WASTEWATER FUND	0		
0	120,000	0	55030 TRANSFER FROM WASTEWATER SDC FUND	0		
1,041,310	1,076,033	1,023,765	TOTAL REVENUE	2,621,415	1,621,415	1,621,415
EXPENDITURES						
MATERIALS & SERVICES						
16,160	25,886	18,500	71000 CONTRACTUAL SERVICES	58,200	58,200	58,200
56,505	8,115	0	79900 ADMINISTRATIVE FEE	12,930	12,930	12,930
0	0	0	79910 ENGINEERING SERVICE FEES	0		
72,665	34,001	18,500	TOTAL MATERIALS & SERVICES	71,130	71,130	71,130
CAPITAL OUTLAY						
214,670	0	0	83000 BUILDINGS & IMPROVEMENTS	1,423,535	423,540	423,540
0		0	83040 INFRASTRUCTURE REPLACEMENT	0		
5,708	121,577	0	84000 MOTOR VEHICLES	0		
6,452	15,805	0	84010 WORK EQUIPMENT	101,200	101,200	101,200
0	0	0	84030 COMPUTER EQUIPMENT	0		
226,829	137,382	0	TOTAL CAPITAL OUTLAY	1,524,735	524,740	524,740
713,476	733,041	738,300	90217 TRANSFER TO DEBT SERVICE	755,365	755,365	755,365
0	0	70,545	99000 CONTINGENCY	11,280	11,275	11,275
0	0	196,420	99012 RESERVE FOR FUTURE EXP.	258,905	258,905	258,905
28,341	171,609		99020 ENDING BALANCE			
28,341	171,609	266,965	TOTAL ENDING BALANCE	270,185	270,180	270,180
1,041,311	1,076,033	1,023,765	TOTAL EXPENDITURES	2,621,415	1,621,415	1,621,415

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.
- Construct improvements on North "J" Street from Chestnut north to end.
- Complete engineering design and construction of miscellaneous sections of the storm drainage system.
- Construct CG-EX-01(Quincy from 7th to 10th) project from the Storm Water Master Plan.
- Continue to provide a portion of the lease/purchase payment on a street sweeper and backhoe that was acquired in 2007 and City Shop Improvements.
- Continue to provide storm drainage allotment to provide a portion of the lease/purchase payment on the recently acquired Vactor truck.
- Provide a portion of the funding necessary for a variety of shop improvements.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2010-11

- 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 monies to complete various shop improvements.
- Provided a portion of the funds for the purchase of a vehicle for Public Works Department.

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36-00 STORM DRAIN RESERVE

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	DESCRIPTION	2011-12		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
650,247	586,120	684,930	41010 CARRYOVER	672,835	672,835	672,835
123,024	161,373	161,865	45051 STORM DRAIN SURCHARGE	222,790	222,790	222,790
11,844	4,112	3,500	53200 INTEREST INCOME	3,000	3,000	3,000
0	0	0	54060 MISCELLANEOUS REVENUE	0	0	0
0	124,049	0	54400 LOAN PROCEEDS	0	0	0
785,115	875,654	850,295	TOTAL REVENUE	898,625	898,625	898,625
EXPENDITURES						
MATERIALS & SERVICES						
308	1,563	14,000	71000 CONTRACTUAL SERVICES	25,500	25,500	25,500
8,045	6,315	13,025	79900 ADMINISTRATIVE FEE	10,980	10,980	10,980
19,409	0	37,075	79910 ENGINEERING SERVICES	51,380	51,380	51,380
27,762	7,878	64,100	TOTAL MATERIALS & SERVICES	87,860	87,860	87,860
CAPITAL OUTLAY						
125,792	911	231,700	83000 BUILDINGS & IMPROVEMENTS	362,100	362,100	362,100
0	0	50,000	83040 INFRASTRUCTURE REPLACEMENT	50,000	50,000	50,000
5,708	124,049	8,500	84000 MOTOR VEHICLES	1,500	1,500	1,500
3,496	4,392	49,700	84010 WORK EQUIPMENT	13,250	13,250	13,250
134,995	129,352	339,900	TOTAL CAPITAL OUTLAY	426,850	426,850	426,850
36,371	56,842	63,670	90217 TRANSFER TO DEBT SERVICE	63,670	63,670	63,670
0	0	382,625	99000 CONTINGENCY	320,245	320,245	320,245
0	0		99012 RESERVE FOR FUTURE EXP.			
585,986	681,581		99020 ENDING BALANCE			
585,986	681,581	382,625	TOTAL ENDING BALANCE	320,245	320,245	320,245
785,115	875,654	850,295	TOTAL EXPENDITURES	898,625	898,625	898,625