

CITY OF COTTAGE GROVE

RESERVE FUNDS BUDGET SUMMARY

FUND/DEPARTMENT	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 ADOPTED
General Reserve Fund	219,004	381,177	330,770	192,600
Water Reserve Fund	3,207,073	2,299,243	2,702,000	3,625,380
Wastewater Reserve Fund	1,461,350	1,643,401	5,665,000	6,026,500
Storm Drain Reserve Fund	1,671,709	2,008,220	3,832,600	2,600,100
Building Inspec Reserve Fund	0	0	30,000	41,200
Total Reserve Funds	6,559,136	6,332,041	12,560,370	12,485,780



FUND: RESERVE**FUND/DEPARTMENT #: 731-731****GENERAL RESERVE****OVERVIEW**

The General Reserve Fund was reaffirmed and authorized by Ordinance No. 2813, on June 1, 1998, continued by Resolutions No. 1663 on June 9, 2008 and Resolution No. 1959 on June 11, 2018 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.

BUDGET YEAR OBJECTIVES

- Fund maintenance project on roof at City Hall.
- Fund construction of climate controlled room for fiber equipment at City Shop.
- Fund fence and parking improvements at new Police Department evidence storage building.
- Fund new heating system at City Hall.
- Fund new flooring at Community Center entry, also the Finance and Engineering Departments in City Hall.
- Fund installation of new floor drains in basement of City Hall.
- Fund office modifications in City Hall.
- Purchase a new Toro Dingo for Maintenance Division.
- Purchase a used forklift for City Shop.
- Fund City Hall parking lot repairs.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2018-19

- Completed new roof at the Cottage Grove Museum.
- Installed new lighting and heating system at Cottage Grove Museum Annex.
- Performed HVAC maintenance at various City buildings.
- Construction new evidence storage facility for the Police Department at the City Shop property.
- Purchased a new large area mower for park maintenance.

**City of Cottage Grove
Fiscal Year 2019-20 Budget**

731-731 GENERAL RESERVE FUND

2016-17	2017-18	2018-19		2019-20		
ACTUAL	ACTUAL	BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
REVENUE						
101,666	188,424	137,570	41010 CARRYOVER	2,500	2,500	2,500
1,188	2,754	200	53200 INTEREST INCOME	100	100	100
500	0	0	54060 MISCELLANEOUS REVENUE	0	0	0
115,650	190,000	193,000	55001 TRANSFER FROM GENERAL FUND	190,000	190,000	190,000
219,004	381,177	330,770	TOTAL REVENUE	192,600	192,600	192,600
EXPENDITURES						
MATERIALS AND SERVICES						
3,789	3,974	2,500	71000 CONTRACTURAL SERVICES	2,500	2,500	2,500
0	0	82,770	71700 BUILDING MAINTENANCE & REPAIR	34,500	34,500	34,500
0	0	2,500	72000 COMPUTER SERVICE & SUPPLIES	3,500	3,500	3,500
3,789	3,974	87,770	TOTAL MATERIALS AND SERVICES	40,500	40,500	40,500
CAPITAL OUTLAY						
26,791	161,735	179,000	83000 BUILDINGS & IMPROVEMENTS	115,500	115,500	115,500
0	0	64,000	84000 MOTOR VEHICLE	36,600	36,600	36,600
0	0	0	84030 COMPUTER EQUIPMENT	0	0	0
26,791	161,735	243,000	TOTAL CAPITAL OUTLAY	152,100	152,100	152,100
0	0	0	99000 CONTINGENCY	0	0	0
188,424	215,468	0	99020 ENDING BALANCE	0	0	0
219,004	381,177	330,770	TOTAL EXPENDITURES	192,600	192,600	192,600

FUND: RESERVE

FUND/DEPARTMENT #: 732-732

WATER RESERVE

OVERVIEW

The Water Reserve Fund was authorized by Ordinance No. 2814 on June 1, 1998, continued by Resolutions No. 1664 on June 9, 2008 and Resolution no., 1960 on June 11, 2018 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.

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 upgrade to the Water Treatment Plant.
- Provide funding to develop a Water Master Plan.
- Provide funding for water right renewal and certification.
- Provide funding for the installation of new water main valves.
- Provide funding for new 12" water main line in south 4th Street.
- Provide funding for Holly Pump Station upgrade.

MAJOR ACCOMPLISHMENTS FISCAL YEAR 2018-19

- Provide funding for the purchase of equipment, a new 5 yard dump truck and a Ditch Witch Vactor Trailer.
- Provided funding for the annual debt payment for the loan to Row River Water Treatment Plant and equipment.
- 660' of new 8" water main line was constructed on west Chestnut Avenue.
- Complete a Water Conservation Plan



New Ditch Witch Vac Trailer

**City of Cottage Grove
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732-732 WATER RESERVE FUND

2016-17 BUDGET	2017-18 ACTUAL	2018-19 BUDGET	DESCRIPTION	2019-20		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
1,744,044	780,108	1,182,000	41010 CARRYOVER	1,050,000	1,050,000	1,050,000
1,362,845	1,407,685	1,410,000	45011 WATER SURCHARGE	1,435,380	1,435,380	1,435,380
10,184	11,001	10,000	53200 INTEREST INCOME	15,000	15,000	15,000
0	450	0	54060 MISCELLANEOUS REVENUE	0	0	0
0	0	0	54400 BOND SALE/LOAN PROCEEDS	1,000,000	1,000,000	1,000,000
90,000	100,000	100,000	55002 TRANSFER FROM WATER FUND	125,000	125,000	125,000
3,207,073	2,299,243	2,702,000	TOTAL REVENUE	3,625,380	3,625,380	3,625,380
EXPENDITURES						
MATERIALS & SERVICES						
3,220	530	0	70100 AUDIT EXPENSES	0	0	0
127,375	86,167	248,000	71000 CONTRACTUAL SERVICES	220,000	220,000	220,000
15,497	28,645	69,025	79900 ADMINISTRATIVE FEE	30,415	30,415	30,415
122,577	18,011	71,760	79910 ENGINEERING SERVICE FEES	115,920	115,920	115,920
268,669	133,354	388,785	TOTAL MATERIALS & SERVICES	366,335	366,335	366,335
CAPITAL OUTLAY						
1,289,839	172,069	1,046,840	83000 BUILDINGS & IMPROVEMENTS	2,016,885	2,016,885	2,016,885
54,307	7,538	225,000	84000 MOTOR VEHICLES	80,000	80,000	80,000
20,779	67,222	40,500	84010 WORK EQUIPMENT	10,000	10,000	10,000
1,364,924	246,828	1,312,340	TOTAL CAPITAL OUTLAY	2,106,885	2,106,885	2,106,885
DEBT SERVICE						
25,000	0	0	90110-086 LOAN PRINCIPAL PAYMENT - LOCAP PROJECTS	0	0	0
61,349	0	0	90110-095 SURCHARGE LOAN PRINCIPAL PAYMENT	0	0	0
265,000	0	0	90110-096 LOAN PRINCIPAL PAYMENT - LOCAP - WTP	0	0	0
78,802	0	0	90110-103 LOAN PRINCIPAL PAYMENT - WTP	0	0	0
1,452	0	0	90110-115 LOAN PRINCIPAL PAYMENT - TIGER MOWER	0	0	0
25,538	0	0	90111-089 LOAN INTEREST PAYMENT- LOCAP PROJECTS	0	0	0
47,465	0	0	90111-097 LOAN INTEREST PAYMENT- SURCHARGE	0	0	0
188,650	0	0	90111-098 LOAN INTEREST PAYMENT- LOCAP -WTP	0	0	0
99,825	0	0	90111-104 LOAN INTEREST PAYMENT - WTP	0	0	0
137	0	0	90111-116 LOAN INTEREST PAYMENT - TIGER MOWER	0	0	0
154	0	0	90116-000 LOAN ADMINISTRATION FEE - LOCAP	0	0	0
793,372	0	0	TOTAL DEBT SERVICE	0	0	0
0	763,374	750,875	90217 TRANSFER TO DEBT SERVICE	877,160	877,160	877,365
0	0	250,000	99000 CONTINGENCY	275,000	275,000	274,795
780,108	1,126,808	0	99020 ENDING BALANCE	0	0	0
780,108	1,126,808	250,000	TOTAL ENDING BALANCE	275,000	275,000	274,795
3,207,073	2,299,243	2,702,000	TOTAL EXPENDITURES	3,625,380	3,625,380	3,625,380

WASTEWATER RESERVE**OVERVIEW**

The Wastewater Reserve Fund was authorized by Ordinance No. 2815 on June 1, 1998 continued by Resolutions No. 1665 on June 9, 2008 and Resolution No. 1961 of June 11, 2018 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.

BUDGET YEAR OBJECTIVES

- Provide a portion of the purchase payment on various pieces of equipment.
- Provide the funding to pay debt service for the upgrades to the Wastewater Treatment Plant.
- Provide funding for replacement sewer line on south 4th Street.
- Provide funding for the effluent transmission and storage project.
- Hire a consultant to assist in the NPDES discharge permit renewal.
- Provide funding for; new 8" 4th Street sewer main line, new golf cart storage building, spray-in sewer man hole lining (30), and new water pump at the Wastewater Treatment Plant.

MAJOR ACCOMPLISHMENTS FISCAL YEAR 2018-19

- Continued to provide the funding to pay debt service for the upgrades to the wastewater treatment plant and various pieces equipment.
- Purchased new maintenance equipment for Middlefield Golf Course (fairway mower, sprayer, top dresser, and equipment lift).
- City Council adopted new City Sewer Code.
- Completed 4 sewer main line replacements (West 1st, West 3rd, 7th & Adams, and South 9th Streets).
- Completed the construction documents for the new treated effluent pond and water re-use lines.

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735-735 WASTEWATER RESERVE

2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	DESCRIPTION	2019-20		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
388,358	530,759	323,000	41010 CARRYOVER	70,000	70,000	70,000
1,011,337	1,058,121	1,115,000	45043 WW SYS IMPR SURCHARGE	1,130,000	1,130,000	1,130,000
1,654	4,268	2,000	53200 INTEREST INCOME	1,500	1,500	1,500
0	252	0	54060 MISCELLANEOUS REVENUE	0	0	0
60,000	0	4,225,000	54400 BOND/SALE/LOAN PROCEEDS	4,775,000	4,775,000	4,775,000
0	50,000	0	55023 TRANSFER FROM WASTEWATER FUND	50,000	50,000	50,000
1,461,350	1,643,401	5,665,000	TOTAL REVENUE	6,026,500	6,026,500	6,026,500
EXPENDITURES						
MATERIALS & SERVICES						
2,852	586	0	70100 AUDIT EXPENSE	0	0	0
1,387	224,370	445,000	71000 CONTRACTUAL SERVICES	100,000	100,000	100,000
11,616	14,775	0	79900 ADMINISTRATIVE FEE	27,445	27,445	27,445
27	5,461	33,300	79910 ENGINEERING SERVICE FEES	261,000	261,000	261,000
15,881	245,192	478,300	TOTAL MATERIALS & SERVICES	388,445	388,445	388,445
CAPITAL OUTLAY						
14,477	11,545	3,822,955	83000 BUILDINGS & IMPROVEMENTS	4,350,000	4,350,000	4,350,000
55,945	7,538	25,000	84000 MOTOR VEHICLES	20,000	20,000	20,000
111,163	78,772	76,500	84010 WORK EQUIPMENT	0	0	0
181,585	97,854	3,924,455	TOTAL CAPITAL OUTLAY	4,370,000	4,370,000	4,370,000
DEBT SERVICE						
20,000	0	0	90110-086 LOAN PRINCIPAL PAYMENT - LOCAP	0	0	0
440,000	0	0	90110-099 LOAN PRINCIPAL PAYMENT - WWTP	0	0	0
0	0	0	90110-107 LOAN PRINCIPAL PAYMENT - MOWERS	0	0	0
14,265	0	0	90110-109 LOAN PRINCIPAL PAYMENT - LOADER	0	0	0
5,839	0	0	90110-111 LOAN PRINCIPAL PAYMENT - TRACTOR MOWER	0	0	0
1,452	0	0	90110-115 LOAN PRINCIPAL PAYMENT - TIGER MOWER	0	0	0
10,566	0	0	90110-121 LOAN PRINCIPAL PAYMENT - SEWER CAMERA	0	0	0
5,616	0	0	90110-129 LOAN PRINCIPAL PAYMENT -MOWER 2016	0	0	0
19,663	0	0	90111-089 LOAN INTEREST PAYMENT - LOCAP	0	0	0
211,325	0	0	90111-101 LOAN INTEREST PAYMENT - WWTP	0	0	0
0	0	0	90111-108 LOAN INTEREST PAYMENT - MOWERS	0	0	0
1,455	0	0	90111-110 LOAN INTEREST PAYMENT - LOADER	0	0	0
553	0	0	90111-112 LOAN INTEREST PAYMENT - TRACTOR MOWER	0	0	0
137	0	0	90111-116 LOAN INTEREST PAYMENT - TIGER MOWER	0	0	0
1,232	0	0	90111-122 LOAN INTEREST PAYMENT - SEWER CAMERA	0	0	0
811	0	0	90111-130 LOAN INTEREST PAYMENT - MOWER 2016	0	0	0
211	0		90116-000 LOAN ADMINISTRATION FEE - LOCAP 2013	0	0	0
733,125	0	0	TOTAL DEBT SERVICE	0	0	0
0	706,480	1,042,645	90217 TRANSFER TO DEBT SERVICE	1,079,720	1,079,720	1,079,885
0	0	219,600	99000 CONTINGENCY	188,335	188,335	188,170
530,759	570,268	0	99020 ENDING BALANCE	0	0	0
530,759	1,276,748	1,262,245	TOTAL ENDING BALANCE	1,268,055	1,268,055	1,268,055
1,461,350	1,643,401	5,665,000	TOTAL EXPENDITURES	6,026,500	6,026,500	6,026,500

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

The Storm Drain Reserve Fund was authorized by Ordinance No. 2818, on June 1, 1998, continued by Resolutions No. 1666 on June 9, 2008 and Resolution No. 1962 on June 11, 2018 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.

BUDGET YEAR OBJECTIVES

- Provide funding for a new leaf vacuum trailer.
- 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-17 (South 8th Street along Fillmore Avenue to railroad tracks) project from the Storm Water Master Plan. Creation of the Low Impact Development Manual.
- Creation of the Low Impact Development Manual.
- Provide funding for new storm drain main line in South 4th Street.

MAJOR ACCOMPLISHMENTS FISCAL YEAR 2018-19

- Provide funding for new equipment.
- Continue to pay on debt obligation.
- Completed design for Fillmore Avenue outfall project.

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736-736 STORM DRAIN RESERVE

2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	DESCRIPTION	2019-20		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
1,086,898	1,392,885	1,400,000	41010 CARRYOVER	1,910,000	1,910,000	1,910,000
481,220	522,734	550,000	45051 STORM DRAIN SURCHARGE	590,000	590,000	590,000
11,375	22,485	12,500	53200 INTEREST INCOME	20,000	20,000	20,000
12,216	116	100	54060 MISCELLANEOUS REVENUE	100	100	100
0	0	1,800,000	54400 LOAN PROCEEDS	0	0	0
80,000	70,000	70,000	55010 TRANSFER FROM STORM DRAIN FUND	80,000	80,000	80,000
1,671,709	2,008,220	3,832,600	TOTAL REVENUE	2,600,100	2,600,100	2,600,100
EXPENDITURES						
MATERIALS & SERVICES						
0	1,392	0	70100 AUDIT EXPENSE	0	0	0
44,992	14,055	500,000	71000 CONTRACTUAL SERVICES	395,000	395,000	395,000
67,956	67,815	13,805	79900 ADMINISTRATIVE FEE	30	30	30
900	23,331	175,900	79910 ENGINEERING SERVICES	60,000	60,000	60,000
113,848	106,593	689,705	TOTAL MATERIALS & SERVICES	455,030	455,030	455,030
CAPITAL OUTLAY						
2,738	146,985	2,613,420	83000 BUILDINGS & IMPROVEMENTS	1,658,570	1,658,570	1,658,570
55,945	7,538	25,000	84000 MOTOR VEHICLES	20,000	20,000	20,000
0	31,247	0	84010 WORK EQUIPMENT	90,000	90,000	90,000
58,682	185,770	2,638,420	TOTAL CAPITAL OUTLAY	1,768,570	1,768,570	1,768,570
DEBIT SERVICE						
50,000	0	0	90110-086 LOAN PRINCIPAL PAYMENT - LOCAP	0	0	0
4,494	0	0	90110-105 LOAN PRINCIPAL PAYMENT - SWEEPER	0	0	0
1,452	0	0	90110-115 LOAN PRINCIPAL PAYMENT - TIGER MOWER	0	0	0
4,528	0	0	90110-121 LOAN PRINCIPAL PAYMENT - SEWER CAMERA	0	0	0
44,700	0	0	90111-089 LOAN INTEREST PAYMENT - LOCAP	0	0	0
425	0	0	90111-106 LOAN INTEREST PAYMENT - SWEEPER	0	0	0
137	0	0	90111-116 LOAN INTEREST PAYMENT - TIGER MOWER	0	0	0
528	0	0	90111-122 LOAN INTEREST PAYMENT - SEWER CAMERA	0	0	0
29	0	0	90116-000 LOAN ADMINISTRATION FEE - LOCAP	0	0	0
106,294	0	0	TOTAL DEBIT SERVICE	0	0	0
0	89,779	234,475	90217 TRANSFER TO DEBT SERVICE	106,500	106,500	106,545
0	0	270,000	99000 CONTINGENCY	270,000	270,000	269,955
0	0	0	99012 RESERVE FOR FUTURE EXP.	0	0	0
1,392,885	1,619,325	0	99020 ENDING BALANCE	0	0	0
1,392,885	1,619,325	270,000	TOTAL ENDING BALANCE	270,000	270,000	269,955
1,671,709	2,008,220	3,832,600	TOTAL EXPENDITURES	2,600,100	2,600,100	2,600,100

FUND: RESERVE

FUND/DEPARTMENT #: 738-738

BUILDING INSPECTION RESERVE FUND

OVERVIEW

On February 1, 2018 the Public Works & Development Department re-established an internal Building Program providing plan review and inspections for building permits. Cottage Grove has continued an IGA with Creswell and Veneta to provide them building permit services. The City Council established by Ordinance No. 3093 on June 25, 2018 the Building Inspection Reserve Fund that will accumulate funds to cover services or operations and be used to acquire vehicles and equipment necessary to perform building plan review and inspection services.

BUDGET YEAR OBJECTIVES

- Provide funding for purchase of vehicles for the Building Inspection Program.

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738-738 BUILDING INSPECTION RESERVE

2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	DESCRIPTION	2019-20		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
0	0	0	41010 CARRYOVER	20,000	20,000	20,000
0	0	0	53200 INTEREST INCOME	1,200	1,200	1,200
0	0	0	54060 MISCELLANEOUS REVENUE	0	0	0
		30,000	55007 TRANSFER FROM BLDG INSPECTION FUND	20,000	20,000	20,000
0	0	30,000	TOTAL REVENUE	41,200	41,200	41,200
EXPENDITURES						
MATERIALS & SERVICES						
0	0	0	71000 CONTRACTUAL SERVICES	0	0	0
0	0	0	79900 ADMINISTRATIVE FEE	0	0	0
0	0	0	TOTAL MATERIALS & SERVICES	0	0	0
CAPITAL OUTLAY						
0	0	28,000	84000 MOTOR VEHICLES	30,000	30,000	30,000
0	0	2,000	84010 WORK EQUIPMENT	11,200	11,200	11,200
0	0	30,000	TOTAL CAPITAL OUTLAY	41,200	41,200	41,200
0	0	0	99000 CONTINGENCY	0	0	0
0	0	0	99020 ENDING BALANCE	0	0	0
0	0	0	TOTAL ENDING BALANCE	0	0	0
0	0	30,000	TOTAL EXPENDITURES	41,200	41,200	41,200