

**CITY OF COTTAGE GROVE**

**RESERVE FUNDS BUDGET SUMMARY**

<b>FUND/DEPARTMENT</b>	<b>FY 2018-19 ACTUAL</b>	<b>FY 2019-20 ACTUAL</b>	<b>FY 2020-21 ADOPTED</b>	<b>FY 2021-22 ADOPTED</b>
General Reserve Fund	411,086	285,018	305,575	190,010
Water Reserve Fund	2,701,021	5,186,992	3,380,000	2,680,000
Wastewater Reserve Fund	1,704,095	5,910,220	4,324,100	3,125,100
Storm Drain Reserve Fund	2,293,993	2,742,211	2,987,985	2,576,125
Building Inspec Reserve Fund	20,105	40,439	78,250	104,000
<b>Total Reserve Funds</b>	<b>7,130,300</b>	<b>14,164,880</b>	<b>11,075,910</b>	<b>8,675,235</b>



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**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 Resolution 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 of City Hall.
- Fund phase 2 of a new heating system in City Hall.
- Fund installation of new floor drains in basement of City Hall.
- Fund engineering office modifications in City Hall.
- Provide funding for the remodel of Senior & Disabled Services and Café 60 in the Community Center.

**MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2020-21**

- Completed roof replacement at City Hall.
- Funded remodel of Senior Center and Genealogical Society space at Community Center.
- Funded new carpet in Community Center.
- Funded new HVAC for Genealogical Society room at Community Center.
- Funded Construction of new Community Sharing Warming Center site at North 12<sup>th</sup> Street.
- Purchased a new ADA-compliant shower trailer.



Pictures of the completed Community Sharing Warming Center site at North 12<sup>th</sup> Street



City Utility Crew leveled, graveled, installed water & sewer lines, and assisted with power installation. City Maintenance crew installed the backup generator, portable toilets, canopies, signage, portable heaters, tables, chairs, lighting, and pet station. Both Utility and Maintenance crew members helped construct and place PalletShelters on the site.



Community Center remodel for a new Genealogical Society room and the remodeled Senior Center space.



New shower trailer – two stalls



ADA shower stall in shower trailer

**City of Cottage Grove  
Fiscal Year 2021-22 Budget**

**731-731 GENERAL RESERVE FUND**

2018-19 ACTUAL	2019-20 ACTUAL	2020-21 BUDGET	DESCRIPTION	2021-22		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
215,467	93,332	115,000	41010 CARRYOVER	0	0	0
2,619	1,684	575	53200 INTEREST INCOME	10	10	10
0	0	0	54060 MISCELLANEOUS REVENUE	0	0	0
193,000	190,000	190,000	55001 TRANSFER FROM GENERAL FUND	190,000	190,000	190,000
411,086	285,018	305,575	TOTAL REVENUE	190,010	190,010	190,010
EXPENDITURES						
MATERIALS AND SERVICES						
0	0	2,500	71000 CONTRACTURAL SERVICES	100	100	100
19,669	37,935	35,000	71700 BUILDING MAINTENANCE & REPAIR	30,000	30,000	30,000
0	0	3,500	72000 COMPUTER SERVICE & SUPPLIES	0	0	0
19,669	37,935	41,000	TOTAL MATERIALS AND SERVICES	30,100	30,100	30,100
CAPITAL OUTLAY						
226,758	86,097	254,575	83000 BUILDINGS & IMPROVEMENTS	90,000	90,000	90,000
71,325	33,073	10,000	84000 MOTOR VEHICLE	10,000	10,000	10,000
298,083	119,170	264,575	TOTAL CAPITAL OUTLAY	100,000	100,000	100,000
0	0	0	99000 CONTINGENCY	59,910	59,910	59,910
93,334	127,913	0	99020 ENDING BALANCE	0	0	0
93,334	127,913	0	TOTAL ENDING BALANCE	59,910	0	0
411,086	285,018	305,575	TOTAL EXPENDITURES	190,010	190,010	190,010



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**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 Resolution 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 North 16<sup>th</sup> Street water mainline upgrade.
- Provide funding for Holly Pump Station upgrade.
- Provide funding for a new CAT track loader and attachments.

**MAJOR ACCOMPLISHMENTS FISCAL YEAR 2020-21**

- Provided funding for the annual debt payment for the loan to Row River Water Treatment Plant and equipment.
- Provided funding for the Row River Water Treatment Plant 2 million gallon per day Expansion.
- Provided funding for the new Sensus iPearl automated water meters project.
- Complete a Water Management & Conservation Plan.
- Provide funding for new 12" water main line in South 4th Street.



New 2 MGD Pall Filtration Rack



Installation of new automated water meters

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**732-732 WATER RESERVE FUND**

2018-19 ACTUAL	2019-20 ACTUAL	2020-21 BUDGET	DESCRIPTION	2021-22		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
1,126,808	1,407,876	1,800,000	41010 CARRYOVER	1,100,000	1,100,000	1,100,000
1,449,683	1,477,672	1,460,000	45011 WATER SURCHARGE	1,460,000	1,460,000	1,460,000
24,531	46,688	20,000	53200 INTEREST INCOME	20,000	20,000	20,000
0	2,129,756	0	54400 BOND SALE/LOAN PROCEEDS	0	0	0
100,000	125,000	100,000	55002 TRANSFER FROM WATER FUND	100,000	100,000	100,000
2,701,021	5,186,992	3,380,000	TOTAL REVENUE	2,680,000	2,680,000	2,680,000
EXPENDITURES						
MATERIALS & SERVICES						
244,434	32,602	250,000	71000 CONTRACTUAL SERVICES	250,000	250,000	250,000
69,025	30,415	43,370	79900 ADMINISTRATIVE FEE	69,680	69,680	69,680
9,889	55,600	0	79910 ENGINEERING SERVICE FEES	25,000	25,000	25,000
323,348	118,618	293,370	TOTAL MATERIALS & SERVICES	344,680	344,680	344,680
CAPITAL OUTLAY						
170,897	2,275,188	2,100,000	83000 BUILDINGS & IMPROVEMENTS	1,300,000	1,300,000	1,300,000
17,000	52,950	50,000	84000 MOTOR VEHICLES	50,000	50,000	50,000
30,868	6,590	10,000	84010 WORK EQUIPMENT	40,000	40,000	40,000
218,765	2,334,728	2,160,000	TOTAL CAPITAL OUTLAY	1,390,000	1,390,000	1,390,000
0	29,742	0	90200 BOND ISSUANCE COST	0	0	0
751,034	839,833	885,475	90217 TRANSFER TO DEBT SERVICE	894,280	894,280	894,280
0	0	41,155	99000 CONTINGENCY	51,040	51,040	51,040
1,407,874	1,864,071	0	99020 ENDING BALANCE	0	0	0
1,407,874	1,864,071	41,155	TOTAL ENDING BALANCE	51,040	51,040	51,040
2,701,021	5,186,992	3,380,000	TOTAL EXPENDITURES	2,680,000	2,680,000	2,680,000



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

The Wastewater Reserve Fund was authorized by Ordinance No. 2815 on June 1, 1998 continued by Resolution 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 Middlefield 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 golf cart storage at Middlefield Golf Course pro shop.
- Provide funding for the effluent transmission and irrigation expansion project.
- Hire a consultant to assist in the NPDES discharge permit renewal.
- Provide funding for 24 spray-in sewer man hole lining, and sewer mainline repairs.
- Provide funding for new CAT track loader and attachments.
- Provide funding for new greens mower and rough mower for Middlefield Golf Course.

**MAJOR ACCOMPLISHMENTS FISCAL YEAR 2020-21**

- Continued to provide the funding to pay debt service for the upgrades to the Wastewater Treatment Plant and various equipment pieces.
- Provided funding for a new golf cart storage building.
- R&G Construction completed construction of the treated effluent re-use pond.
- Provided funding for a new influent pump and new filter pump for the Wastewater Treatment Plant.
- Provided funding to rebuild one influent pump and two filter pumps for the Wastewater Treatment Plant.

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**735-735 WASTEWATER RESERVE**

2018-19 ACTUAL	2019-20 ACTUAL	2020-21 BUDGET	DESCRIPTION	2021-22		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
570,268	921	3,100,000	41010 CARRYOVER	1,500,000	1,500,000	1,500,000
1,102,396	1,138,746	1,150,000	45043 WW SYS IMPR SURCHARGE	1,285,000	1,285,000	1,285,000
1,431	55,072	15,000	53200 INTEREST INCOME	15,000	15,000	15,000
0	300	100	54060 MISCELLANEOUS REVENUE	100	100	100
0	4,665,181	0	54400 BOND/SALE/LOAN PROCEEDS	0	0	0
30,000	50,000	59,000	55023 TRANSFER FROM WASTEWATER FUND	325,000	325,000	325,000
1,704,095	5,910,220	4,324,100	TOTAL REVENUE	3,125,100	3,125,100	3,125,100
EXPENDITURES						
MATERIALS & SERVICES						
265,076	18,295	50,000	71000 CONTRACTUAL SERVICES	150,000	150,000	150,000
0	27,445	68,490	79900 ADMINISTRATIVE FEE	68,600	68,600	68,600
61,484	33,772	0	79910 ENGINEERING SERVICE FEES	20,000	20,000	20,000
326,560	79,512	118,490	TOTAL MATERIALS & SERVICES	238,600	238,600	238,600
CAPITAL OUTLAY						
503,959	915,030	3,039,745	83000 BUILDINGS & IMPROVEMENTS	1,300,000	1,300,000	1,300,000
17,000	108,150	10,000	84000 MOTOR VEHICLES	10,000	10,000	10,000
114,792	0	100,000	84010 WORK EQUIPMENT	140,000	140,000	140,000
635,751	1,023,180	3,149,745	TOTAL CAPITAL OUTLAY	1,450,000	1,450,000	1,450,000
0	65,148	0	90205 BOND ISSUANCE COST			
740,861	919,365	1,015,865	90217 TRANSFER TO DEBT SERVICE	993,995	993,995	993,995
0	0	40,000	99000 CONTINGENCY	442,505	442,505	442,505
922	3,823,015	0	99020 ENDING BALANCE	0	0	0
741,783	4,807,528	1,055,865	TOTAL ENDING BALANCE	1,436,500	1,436,500	1,436,500
1,704,095	5,910,220	4,324,100	TOTAL EXPENDITURES	3,125,100	3,125,100	3,125,100

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**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 Resolution 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 bank stabilization project along the Coast Fork of the Willamette River.
- Complete engineering design and construction of miscellaneous sections of the storm drainage system.
- Creation of the Low Impact Development Manual.
- Provide funding for new storm drain main line at Bryant Street.
- Provide funding for new storm drainage line at Gateway Blvd.
- Provide funding for a new CAT track loader and attachments.
- Provide funding for a new power screen for street sweeper tailings, decomposed leaves, and dirt spoils for utility projects.

**MAJOR ACCOMPLISHMENTS FISCAL YEAR 2020-21**

- Completed construction of the Fillmore Avenue outfall project.

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**736-736 STORM DRAIN RESERVE**

2018-19 ACTUAL	2019-20 ACTUAL	2020-21 BUDGET	DESCRIPTION	2021-22		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
1,619,326	2,008,639	2,300,000	41010 CARRYOVER	1,850,000	1,850,000	577,857
564,235	611,690	590,000	45051 STORM DRAIN SURCHARGE	600,000	600,000	600,000
40,433	41,882	14,000	53200 INTEREST INCOME	14,000	14,000	14,000
70,000	80,000	83,985	55010 TRANSFER FROM STORM DRAIN FUND	112,125	112,125	112,125
0	0	0	55422 STREET INTERFUND LOAN REPAY	0	0	1,272,143
2,293,993	2,742,211	2,987,985	TOTAL REVENUE	2,576,125	2,576,125	2,576,125
EXPENDITURES						
MATERIALS & SERVICES						
41,583	13,838	300,000	71000 CONTRACTUAL SERVICES	250,000	250,000	250,000
13,805	30	14,580	79900 ADMINISTRATIVE FEE	55,965	55,965	55,965
4,101	23,356	0	79910 ENGINEERING SERVICES	20,000	20,000	20,000
59,489	37,224	314,580	TOTAL MATERIALS & SERVICES	325,965	325,965	325,965
CAPITAL OUTLAY						
79,184	558,305	2,443,325	83000 BUILDINGS & IMPROVEMENTS	1,941,160	1,941,160	1,941,160
17,000	13,150	20,000	84000 MOTOR VEHICLES	20,000	20,000	20,000
26,582	90,839	10,000	84010 WORK EQUIPMENT	100,000	100,000	100,000
122,766	662,294	2,473,325	TOTAL CAPITAL OUTLAY	2,061,160	2,061,160	2,061,160
103,100	106,518	101,095	90217 TRANSFER TO DEBT SERVICE	90,565	90,565	90,565
0	0	98,985	99000 CONTINGENCY	98,435	98,435	98,435
2,008,639	1,936,175	0	99020 ENDING BALANCE	0	0	0
2,008,639	1,936,175	98,985	TOTAL ENDING BALANCE	98,435	98,435	98,435
2,293,993	2,742,211	2,987,985	TOTAL EXPENDITURES	2,576,125	2,576,125	2,576,125

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**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 building permit services. In July of 2020 the City began providing building permit services to the City of Coburg as well. 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 materials and services in times of low permit volume.

**MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2020-21**

- Provided \$25,000 to the Housing Assistance Trust Fund

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**738-738 BUILDING INSPECTION RESERVE**

2018-19 ACTUAL	2019-20 ACTUAL	2020-21 BUDGET	DESCRIPTION	2021-22		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
0	20,105	28,000	41010 CARRYOVER	78,750	78,750	78,750
105	334	250	53200 INTEREST INCOME	250	250	250
0	0	0	54060 MISCELLANEOUS REVENUE	0	0	0
20,000	20,000	50,000	55007 TRNSFR FROM BLDG INSPEC PROG FUND	25,000	25,000	25,000
20,105	40,439	78,250	TOTAL REVENUE	104,000	104,000	104,000
CAPITAL OUTLAY						
0	11,900	50,250	84000 MOTOR VEHICLES	51,500	51,500	51,500
0	0	28,000	84010 WORK EQUIPMENT	51,500	51,500	51,500
0	11,900	78,250	TOTAL CAPITAL OUTLAY	103,000	103,000	103,000
0	0	0	90209 TRNSFR TO BLDG INSPEC PROG FUND	1,000	1,000	1,000
0	0	0	99000 CONTINGENCY	0	0	0
20,105	28,539	0	99020 ENDING BALANCE	0	0	0
20,105	28,539	0	TOTAL ENDING BALANCE	0	0	0
20,105	40,439	78,250	TOTAL EXPENDITURES	104,000	104,000	104,000