

CITY OF COTTAGE GROVE

RESERVE FUNDS BUDGET SUMMARY

FUND/DEPARTMENT	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 ADOPTED	FY 2020-21 ADOPTED
General Reserve Fund	381,177	411,086	192,600	305,575
Water Reserve Fund	2,299,243	2,701,021	4,755,140	3,380,000
Wastewater Reserve Fund	1,643,401	1,704,095	6,026,500	4,324,100
Storm Drain Reserve Fund	2,008,220	2,293,993	2,600,100	2,987,985
Building Inspec Reserve Fund	0	20,105	41,200	78,250
Total Reserve Funds	6,332,041	7,130,300	13,615,540	11,075,910



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 phase 2 of a new heating system at City Hall.
- Fund new flooring at Community Center and Engineering Departments in City Hall.
- Fund installation of new floor drains in basement of City Hall.
- Fund Engineering office modifications in City Hall.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2019-20

- Completed remodel creating new office and work space at City Hall
- Purchased new security equipment for Police Department, City Hall and City Shop.
- Performed HVAC maintenance at various City buildings.
- Installed new pickle ball nets and resurfaced the tennis and basketball courts.

**City of Cottage Grove
Fiscal Year 2020-21 Budget**

731-731 GENERAL RESERVE FUND

2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	DESCRIPTION	2020-21		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
188,424	215,467	2,500	41010 CARRYOVER	115,000	115,000	115,000
2,754	2,619	100	53200 INTEREST INCOME	575	575	575
0	0	0	54060 MISCELLANEOUS REVENUE	0	0	0
190,000	193,000	190,000	55001 TRANSFER FROM GENERAL FUND	190,000	190,000	190,000
381,177	411,086	192,600	TOTAL REVENUE	305,575	305,575	305,575
EXPENDITURES						
MATERIALS AND SERVICES						
3,974	0	2,500	71000 CONTRACTURAL SERVICES	2,500	2,500	2,500
0	19,669	34,500	71700 BUILDING MAINTENANCE & REPAIR	35,000	35,000	35,000
0	0	3,500	72000 COMPUTER SERVICE & SUPPLIES	3,500	3,500	3,500
3,974	19,669	40,500	TOTAL MATERIALS AND SERVICES	41,000	41,000	41,000
CAPITAL OUTLAY						
161,735	226,758	115,500	83000 BUILDINGS & IMPROVEMENTS	254,575	254,575	254,575
0	71,325	36,600	84000 MOTOR VEHICLE	10,000	10,000	10,000
0	0	0	84030 COMPUTER EQUIPMENT	0	0	0
161,735	298,083	152,100	TOTAL CAPITAL OUTLAY	264,575	264,575	264,575
0	0	0	99000 CONTINGENCY	0	0	0
215,468	93,334	0	99020 ENDING BALANCE	0	0	0
215,468	93,334	0	TOTAL ENDING BALANCE	0	0	0
381,177	411,086	192,600	TOTAL EXPENDITURES	305,575	305,575	305,575

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 2019-20

- 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 MGD Expansion.
- Provided funding for the new Sensus iPearl automated water meters project.
- Complete a Water Conservation Plan.
- Purchased a 2006 Service Truck to replace the City's 1990 Service Truck.



Purchased 2006 Water Service Truck

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

2017-18	2018-19	2019-20		2020-21		
ACTUAL	ACTUAL	BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
REVENUE						
780,108	1,126,808	1,050,000	41010 CARRYOVER	1,800,000	1,800,000	1,800,000
1,407,685	1,449,683	1,435,380	45011 WATER SURCHARGE	1,460,000	1,460,000	1,460,000
11,001	24,531	15,000	53200 INTEREST INCOME	20,000	20,000	20,000
450	0	0	54060 MISCELLANEOUS REVENUE	0	0	0
0	0	2,129,760	54400 BOND SALE/LOAN PROCEEDS	0	0	0
100,000	100,000	125,000	55002 TRANSFER FROM WATER FUND	125,000	125,000	100,000
2,299,243	2,701,021	4,755,140	TOTAL REVENUE	3,405,000	3,405,000	3,380,000
EXPENDITURES						
MATERIALS & SERVICES						
530	0	0	70100 AUDIT EXPENSES	0	0	0
86,167	244,434	220,000	71000 CONTRACTUAL SERVICES	250,000	250,000	250,000
28,645	69,025	30,415	79900 ADMINISTRATIVE FEE	43,370	43,370	43,370
18,011	9,889	115,920	79910 ENGINEERING SERVICE FEES	0	0	0
133,354	323,348	366,335	TOTAL MATERIALS & SERVICES	293,370	293,370	293,370
CAPITAL OUTLAY						
172,069	170,897	3,116,900	83000 BUILDINGS & IMPROVEMENTS	2,100,000	2,100,000	2,100,000
7,538	17,000	80,000	84000 MOTOR VEHICLES	75,000	75,000	50,000
67,222	30,868	10,000	84010 WORK EQUIPMENT	10,000	10,000	10,000
246,828	218,765	3,206,900	TOTAL CAPITAL OUTLAY	2,185,000	2,185,000	2,160,000
0	0	29,745	90200 BOND ISSUANCE COST	0	0	0
763,374	751,034	877,365	90217 TRANSFER TO DEBT SERVICE	885,475	885,475	885,475
0	0	274,795	99000 CONTINGENCY	41,155	41,155	41,155
1,126,808	1,407,874	0	99020 ENDING BALANCE	0	0	0
1,126,808	1,407,874	274,795	TOTAL ENDING BALANCE	41,155	41,155	41,155
2,299,243	2,701,021	4,755,140	TOTAL EXPENDITURES	3,405,000	3,405,000	3,380,000

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 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, spray-in sewer man hole lining (30), and new water pump at the Wastewater Treatment Plant.

MAJOR ACCOMPLISHMENTS FISCAL YEAR 2019-20

- Continued to provide the funding to pay debt service for the upgrades to the wastewater treatment plant and various pieces equipment.
- Provided funding for a new golf cart storage building.
- Purchased 40 used 2016 electric golf carts for Middlefield Golf Course.
- Provided funding for construction of a new golf simulator room.
- Awarded bid to R&G Construction for the construction of the treated effluent re-use pond.

**City of Cottage Grove
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735-735 WASTEWATER RESERVE

2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	DESCRIPTION	2020-21		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
530,759	570,268	70,000	41010 CARRYOVER	3,100,000	3,100,000	3,100,000
1,058,121	1,102,396	1,130,000	45043 WW SYS IMPR SURCHARGE	1,150,000	1,150,000	1,150,000
4,268	1,431	1,500	53200 INTEREST INCOME	15,000	15,000	15,000
252	0	0	54060 MISCELLANEOUS REVENUE	100	100	100
0	0	4,775,000	54400 BOND/SALE/LOAN PROCEEDS	0	0	0
50,000	30,000	50,000	55023 TRANSFER FROM WASTEWATER FUND	59,000	59,000	59,000
1,643,401	1,704,095	6,026,500	TOTAL REVENUE	4,324,100	4,324,100	4,324,100
EXPENDITURES						
MATERIALS & SERVICES						
586	0	0	70100 AUDIT EXPENSE	0	0	0
224,370	265,076	100,000	71000 CONTRACTUAL SERVICES	50,000	50,000	50,000
14,775	0	27,445	79900 ADMINISTRATIVE FEE	68,490	68,490	68,490
5,461	61,484	261,000	79910 ENGINEERING SERVICE FEES	0	0	0
245,192	326,560	388,445	TOTAL MATERIALS & SERVICES	118,490	118,490	118,490
CAPITAL OUTLAY						
11,545	503,959	4,350,000	83000 BUILDINGS & IMPROVEMENTS	3,039,745	3,039,745	3,039,745
7,538	17,000	20,000	84000 MOTOR VEHICLES	10,000	10,000	10,000
78,772	114,792	0	84010 WORK EQUIPMENT	100,000	100,000	100,000
97,854	635,751	4,370,000	TOTAL CAPITAL OUTLAY	3,149,745	3,149,745	3,149,745
706,480	740,861	1,079,885	90217 TRANSFER TO DEBT SERVICE	1,015,865	1,015,865	1,015,865
0	0	188,170	99000 CONTINGENCY	40,000	40,000	40,000
570,268	922	0	99020 ENDING BALANCE	0	0	0
1,276,748	741,783	1,268,055	TOTAL ENDING BALANCE	1,055,865	1,055,865	1,055,865
1,619,794	1,704,095	6,026,500	TOTAL EXPENDITURES	4,324,100	4,324,100	4,324,100

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 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 2019-20

- Paid off debt obligation.
- Completed design for Fillmore Avenue outfall project.

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736-736 STORM DRAIN RESERVE

2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	DESCRIPTION	2020-21		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
1,392,885	1,619,326	1,910,000	41010 CARRYOVER	2,300,000	2,300,000	2,300,000
522,734	564,235	590,000	45051 STORM DRAIN SURCHARGE	590,000	590,000	590,000
22,485	40,433	20,000	53200 INTEREST INCOME	14,000	14,000	14,000
116	0	100	54060 MISCELLANEOUS REVENUE	0	0	0
0	0	0	54400 LOAN PROCEEDS	0	0	0
70,000	70,000	80,000	55010 TRANSFER FROM STORM DRAIN FUND	106,830	106,830	83,985
2,008,220	2,293,993	2,600,100	TOTAL REVENUE	3,010,830	3,010,830	2,987,985
EXPENDITURES						
MATERIALS & SERVICES						
1,392	0	0	70100 AUDIT EXPENSE	0	0	0
14,055	41,583	395,000	71000 CONTRACTUAL SERVICES	300,000	300,000	300,000
67,815	13,805	30	79900 ADMINISTRATIVE FEE	14,580	14,580	14,580
23,331	4,101	60,000	79910 ENGINEERING SERVICES	0	0	0
106,593	59,489	455,030	TOTAL MATERIALS & SERVICES	314,580	314,580	314,580
CAPITAL OUTLAY						
146,985	79,184	1,658,570	83000 BUILDINGS & IMPROVEMENTS	2,443,325	2,443,325	2,443,325
7,538	17,000	20,000	84000 MOTOR VEHICLES	20,000	20,000	20,000
31,247	26,582	90,000	84010 WORK EQUIPMENT	10,000	10,000	10,000
185,770	122,766	1,768,570	TOTAL CAPITAL OUTLAY	2,473,325	2,473,325	2,473,325
89,779	103,100	106,545	90217 TRANSFER TO DEBT SERVICE	101,095	101,095	101,095
0	0	269,955	99000 CONTINGENCY	121,830	121,830	98,985
0	0	0	99012 RESERVE FOR FUTURE EXP.	0	0	0
1,619,325	2,008,639	0	99020 ENDING BALANCE	0	0	0
1,619,325	2,008,639	269,955	TOTAL ENDING BALANCE	121,830	121,830	98,985
2,001,466	2,293,993	2,600,100	TOTAL EXPENDITURES	3,010,830	3,010,830	2,987,985

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 materials and services in times of low permit volume.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2019-20

- Purchased two used vehicles from the Lane County Fleet Auction for use traveling to inspections.

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738-738 BUILDING INSPECTION RESERVE

2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	DESCRIPTION	2020-21		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
0	0	20,000	41010 CARRYOVER	28,000	28,000	28,000
0	105	1,200	53200 INTEREST INCOME	250	250	250
0	0	0	54060 MISCELLANEOUS REVENUE	0	0	0
	20,000	20,000	55007 TRANSFER FROM BLDG INSPECT FUND	50,000	50,000	50,000
0	20,105	41,200	TOTAL REVENUE	78,250	78,250	78,250
CAPITAL OUTLAY						
0	0	30,000	84000 MOTOR VEHICLES	50,250	50,250	50,250
0	0	11,200	84010 WORK EQUIPMENT	28,000	28,000	28,000
0	0	41,200	TOTAL CAPITAL OUTLAY	78,250	78,250	78,250
0	0	0	99000 CONTINGENCY	0	0	0
0	20,105	0	99020 ENDING BALANCE	0	0	0
0	20,105	0	TOTAL ENDING BALANCE	0	0	0
0	20,105	41,200	TOTAL EXPENDITURES	78,250	78,250	78,250