

City of Cottage Grove Fiscal Year 2023-24 Budget

RESERVE FUNDS BUDGET SUMMARY

FUND/DEPARTMENT	FY 2020-21 ACTUAL	FY 2021-22 ACTUAL	FY 2022-23 ADOPTED	FY 2023-24 ADOPTED
General Reserve Fund	455,971	503,945	689,010	580,050
Water Reserve Fund	3,484,581	2,515,032	3,067,000	3,637,500
Wastewater Reserve Fund	5,051,785	2,960,604	2,582,300	4,373,100
Storm Drain Reserve Fund	2,645,526	2,381,800	2,506,000	2,885,000
Building Inspec Reserve Fund	78,844	104,287	154,300	106,000
Total Reserve Funds	11,716,707	8,465,668	8,998,610	11,581,650



GENERAL RESERVE

FUND/DEPARTMENT #: 731-731

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.

DEPARTMENT BUDGET YEAR OBJECTIVES

- Fund phase 2 of a new heating system in City Hall.
- Fund installation of new floor drains in basement of City Hall.
- Fund City Hall office space remodel in Engineering.
- Fund an electric car charger for City vehicles at City Hall.
- Fund flooring replacement in the Police Department.

PRIMARY ACCOMPLISHMENTS – FISCAL YEAR 2022-23

- Completed roof replacement at the Community Center/Library.
- Funded development of Hwy 99 Shelter.
- Funded replacement of Prospector Park log picnic structure with donated log picnic structure from Weyerhaeuser.
- Fund new telephone system at all City facilities.
- Fund new Police Dispatch Center.
- Replaced carpeting in Library entry and computer use area.
- Funded construction of N. Douglas Street campsite #2



Concrete pad for new log picnic pavillion



Future log picnic pavillion donated by Weyerhaeuser



Overflow campsite N. Douglas Street



Hwy 99 Shelter for up to 40 residents

City of Cottage Grove Fiscal Year 2023-24 Budget

GENERAL RESERVE FUND: Revenue 731-000 Expenditures 731-731

2020-21 ACTUAL	2021-22 ACTUAL	2022-23 BUDGET	DESCRIPTION	2023-24 PROPOSED	2023-24 APPROVED	2023-24 ADOPTED
REVENUE						
127,911	30,046	110,000	41010 CARRYOVER	330,000	330,000	330,000
137,680	283,876	0	51120 FEDERAL GRANTS	60,000	60,000	60,000
380	23	10	53200 INTEREST INCOME	50	50	50
0	0	0	54060 MISCELLANEOUS REVENUE	0	0	0
190,000	190,000	579,000	55001 TRANSFER FROM GENERAL FUND	190,000	190,000	190,000
455,973	503,945	689,010	TOTAL REVENUE	580,050	580,050	580,050
EXPENDITURES						
MATERIALS AND SERVICES						
8,429	5,625	100	71000 CONTRACTUAL SERVICES	55,000	55,000	55,000
0	0	50,000	71000-002 CONTRACTUAL SERVICES - ARPA	0	0	0
53,195	17,219	75,000	71700 BUILDING MAINTENANCE & REPAIR	75,000	75,000	75,000
0	0	0	72000 COMPUTER SERVICE & SUPPLIES	0	0	0
61,624	22,844	125,100	TOTAL MATERIALS AND SERVICES	130,000	130,000	130,000
CAPITAL OUTLAY						
354,370	369,835	223,910	83000 BUILDINGS & IMPROVEMENTS	300,050	300,050	300,050
0	0	270,000	83000-001 BUILDINGS & IMPROVEMENTS ARPA	0	0	0
9,931	12,217	10,000	84000 MOTOR VEHICLES	0	0	0
0	0	0	84010 WORK EQUIPMENT	90,000	90,000	90,000
364,301	382,052	503,910	TOTAL CAPITAL OUTLAY	390,050	390,050	390,050
0	0	60,000	99000 CONTINGENCY	60,000	60,000	60,000
30,046	99,049	0	99020 ENDING BALANCE	0	0	0
30,046	99,049	60,000	TOTAL ENDING BALANCE	0	0	0
455,971	503,945	689,010	TOTAL EXPENDITURES	580,050	580,050	580,050



WATER RESERVE

FUND/DEPARTMENT #: 732-732

OVERVIEW

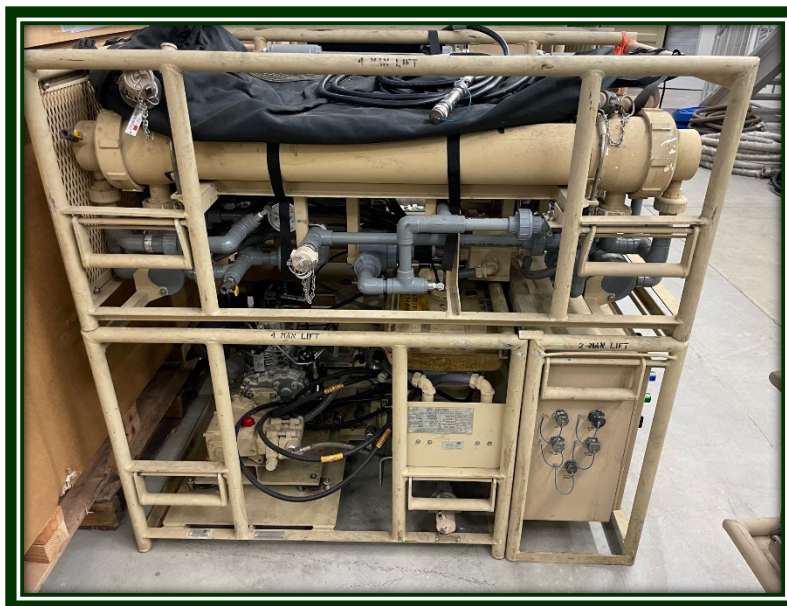
The Water Reserve Fund was authorized by Ordinance No. 2814 on June 1, 1998, continued by Resolution No. 1664 on June 9, 2008 and Resolution No. 1960 on June 11, 2018 for the following purposes: To acquire equipment, vehicles, property, or buildings, to make major repairs and capital improvements, construct facilities, or to conduct contractual services related to the Water system of the City of Cottage Grove.

DEPARTMENT 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 Sunrise Ridge 250,000 gallon water reservoir construction.
- Provide funding for Holly Pump Station upgrade.
- Provide funding road and reservoir site excavation for 22nd Street Reservoir.
- Provide funding for a new City water reservoir.

PRIMARY ACCOMPLISHMENTS - FISCAL YEAR 2022-23

- Provided funding for 2 used portable treatment plants.
- Funded water right consultant GSI for water right renewal and perfecting.



Emergency portable water treatment plant

City of Cottage Grove Fiscal Year 2023-24 Budget

WATER RESERVE FUND: Revenue 732-000 Expenditures 732-732

2020-21 ACTUAL	2021-22 ACTUAL	2022-23 BUDGET	DESCRIPTION	2023-24 PROPOSED	2023-24 APPROVED	2023-24 ADOPTED
REVENUE						
1,864,072	906,239	1,335,000	41010 CARRYOVER	2,000,000	2,000,000	1,849,000
1,497,737	1,504,596	1,490,000	45011 WATER SURCHARGE	1,580,000	1,580,000	1,580,000
8,802	4,198	2,000	53200 INTEREST INCOME	7,500	7,500	7,500
13,971	0	0	54060 MISCELLANEOUS REVENUE	0	0	0
0	0	0	54400 BOND SALE/LOAN PROCEEDS	0	0	0
100,000	100,000	100,000	55002 TRANSFER FROM WATER FUND	50,000	50,000	50,000
0	0	0	55020 TRANSFER FROM INDUSTRIAL PK FUND	0	0	151,000
0	0	140,000	55037 TRANSFER FROM GENERAL FUND - ARPA	0	0	0
3,484,581	2,515,032	3,067,000	TOTAL REVENUE	3,637,500	3,637,500	3,637,500
EXPENDITURES						
MATERIALS & SERVICES						
18,791	40,163	250,000	71000 CONTRACTUAL SERVICES	300,000	300,000	300,000
0	0	140,000	71000-002 CONTRACTUAL SVCS - ARPA	140,000	140,000	140,000
43,370	69,680	69,070	79900 ADMINISTRATIVE FEE	29,710	29,710	29,710
0	5,034	25,000	79910 ENGINEERING SERVICE FEES	80,000	80,000	80,000
62,161	114,877	484,070	TOTAL MATERIALS & SERVICES	549,710	549,710	549,710
CAPITAL OUTLAY						
1,628,285	190,656	1,571,475	83000 BUILDINGS & IMPROVEMENTS	1,979,840	1,979,840	1,979,840
0	19,135	10,000	84000 MOTOR VEHICLES	20,000	20,000	20,000
2,500	46,677	40,000	84010 WORK EQUIPMENT	50,000	50,000	50,000
1,630,785	256,469	1,621,475	TOTAL CAPITAL OUTLAY	2,049,840	2,049,840	2,049,840
885,396	894,224	909,455	90217 TRANSFER TO DEBT SERVICE	910,950	910,950	910,950
0	0	0	92039 TRANSFER TO EDA GRANT FUND	75,000	75,000	75,000
0	0	52,000	99000 CONTINGENCY	52,000	52,000	52,000
906,239	1,249,463	0	99020 ENDING BALANCE	0	0	0
906,239	1,249,463	52,000	TOTAL ENDING BALANCE	52,000	52,000	52,000
3,484,581	2,515,032	3,067,000	TOTAL EXPENDITURES	3,637,500	3,637,500	3,637,500

WASTEWATER RESERVE

FUND/DEPARTMENT #: 735-735

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.

DEPARTMENT BUDGET YEAR OBJECTIVES

- 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.
- Provide funding for 20 spray-in sewer man hole lining, and sewer mainline repairs.
- Provide funding for new CAT backhoe.
- Provide funding for phase 2 of Clarifier #1 refurbish project.
- Fund the design of a bio-solids dryer.
- Fund the back lot sewer mainline pipe bursting for Polk, Madison, and Jefferson Streets.

PRIMARY ACCOMPLISHMENTS - FISCAL YEAR 2022-23

- Provided funding for a 800 kw back up power generator at the Water Reclamation Facility.
- Funded the design and purchase of the Clarifier #1 new mechanical system.
- Funded the design of phase 2 for Clarifier #1 refurbish project.



New backup power generator at the Water Reclamation Facility

City of Cottage Grove Fiscal Year 2023-24 Budget

WASTEWATER RESERVE FUND: Revenue 735-000 Expenditures 735-735

2020-21 ACTUAL	2021-22 ACTUAL	2022-23 BUDGET	DESCRIPTION	2023-24 PROPOSED	2023-24 APPROVED	2023-24 ADOPTED
REVENUE						
3,823,013	1,338,136	840,000	41010 CARRYOVER	50,000	50,000	250,000
1,152,083	1,293,946	1,439,200	45043 WW SYS IMPR SURCHARGE	1,570,000	1,570,000	1,570,000
17,689	3,523	3,000	53200 INTEREST INCOME	3,000	3,000	3,000
0	0	100	54060 MISCELLANEOUS REVENUE	100	100	100
0	0	0	54400 BOND/SALE/LOAN PROCEEDS	2,500,000	2,500,000	2,500,000
59,000	325,000	100,000	55023 TRANSFER FROM WASTEWATER FUND	50,000	50,000	50,000
0	0	200,000	55037 TRANSFER FROM GENERAL FUND - ARPA	200,000	200,000	0
5,051,785	2,960,604	2,582,300	TOTAL REVENUE	4,373,100	4,373,100	4,373,100
EXPENDITURES						
MATERIALS & SERVICES						
6,042	70,015	150,000	71000 CONTRACTUAL SERVICES	100,000	100,000	100,000
0	0	100,000	71000-002 CONTRACTUAL SVCS - ARPA	100,000	100,000	100,000
68,490	68,600	69,875	79900 ADMINISTRATIVE FEE	68,755	68,755	68,755
0	36,319	13,000	79910 ENGINEERING SERVICE FEES	200,000	200,000	200,000
74,532	174,934	332,875	TOTAL MATERIALS & SERVICES	468,755	468,755	468,755
CAPITAL OUTLAY						
2,501,714	904,015	1,087,000	83000 BUILDINGS & IMPROVEMENTS	2,501,672	2,501,672	2,501,672
0	0	100,000	83000-001 BUILDING AND IMPROVEMENTS-ARPA	100,000	100,000	100,000
18,085	19,135	10,000	84000 MOTOR VEHICLES	10,000	10,000	10,000
103,548	199,092	40,000	84010 WORK EQUIPMENT	20,000	20,000	20,000
2,623,347	1,122,243	1,237,000	TOTAL CAPITAL OUTLAY	2,631,672	2,631,672	2,631,672
1,015,770	993,958	961,220	90217 TRANSFER TO DEBT SERVICE	1,172,673	1,172,673	1,172,673
0	0	0	90239 TRANSFER TO EDA GRANT FUND	50,000	50,000	50,000
1,015,770	993,958	961,220	TOTAL TRANSFERS	1,222,673	1,222,673	1,222,673
0	0	51,205	99000 CONTINGENCY	50,000	50,000	50,000
1,338,136	669,470	0	99020 ENDING BALANCE	0	0	0
2,353,906	1,663,428	1,012,425	TOTAL ENDING BALANCE	0	0	0
5,051,785	2,960,604	2,582,300	TOTAL EXPENDITURES	4,373,100	4,373,100	4,373,100

STORM DRAIN RESERVE

FUND/DEPARTMENT #: 736-736

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.

DEPARTMENT BUDGET YEAR OBJECTIVES

- Provide funding for West Yost to create a new Storm Water Master Plan.
- Provide funding for the 10th Street Storm drainage line upgrade from Bryant to Quincy.
- Provide funding for new storm drain main line at Bryant Street.
- Provide funding for a CAT backhoe.

PRIMARY ACCOMPLISHMENTS - FISCAL YEAR 2022-23

- Completed construction of the S. 10th Street storm water main line upgrade project.
- Complete the winter storm water flow study.
- Funded repairs to the G Street and Chestnut Ave storm drainage system.
- Adopted a Low Impact Development Manual.



G Street & Chestnut Avenue Storm Drain Repair Project

City of Cottage Grove Fiscal Year 2023-24 Budget

STORM DRAIN RESERVE FUND: Revenue 736-000 Expenditures 736-736

2020-21 ACTUAL	2021-22 ACTUAL	2022-23 BUDGET	DESCRIPTION	2023-24 PROPOSED	2023-24 APPROVED	2023-24 ADOPTED
REVENUE						
1,936,174	1,673,108	1,815,000	41010 CARRYOVER	2,270,000	2,270,000	2,270,000
612,762	614,659	600,000	45051 STORM DRAIN SURCHARGE	600,000	600,000	600,000
12,605	9,104	6,000	53200 INTEREST INCOME	15,000	15,000	15,000
83,985	84,930	0	55010 TRANSFER FROM STORM DRAIN FUND	0	0	0
0	0	85,000	54420 IND. PARK INTERFUND LOAN REPAY	0	0	0
2,645,526	2,381,800	2,506,000	TOTAL REVENUE	2,885,000	2,885,000	2,885,000
EXPENDITURES						
MATERIALS & SERVICES						
8,501	12,869	150,000	71000 CONTRACTUAL SERVICES	300,000	300,000	300,000
14,580	55,965	69,710	79900 ADMINISTRATIVE FEE	20,465	20,465	20,465
0	2,403	0	79910 ENGINEERING SERVICES	50,000	50,000	50,000
23,081	71,237	219,710	TOTAL MATERIALS & SERVICES	370,465	370,465	370,465
CAPITAL OUTLAY						
845,786	53,379	2,046,455	83000 BUILDINGS & IMPROVEMENTS	2,255,490	2,255,490	2,255,490
0	19,135	10,000	84000 MOTOR VEHICLES	20,000	20,000	20,000
2,500	112,012	40,000	84010 WORK EQUIPMENT	50,000	50,000	50,000
848,286	184,526	2,096,455	TOTAL CAPITAL OUTLAY	2,325,490	2,325,490	2,325,490
101,052	90,551	91,335	90217 TRANSFER TO DEBT SERVICE	89,045	89,045	89,045
0	85,000	0	90219 TRANSFER TO INDUSTRIAL PARK	0	0	0
0	0	98,500	99000 CONTINGENCY	100,000	100,000	100,000
1,673,108	1,950,486	0	99020 ENDING BALANCE	0	0	0
1,673,108	1,950,486	98,500	TOTAL ENDING BALANCE	0	0	0
2,645,526	2,381,800	2,506,000	TOTAL EXPENDITURES	2,885,000	2,885,000	2,885,000

BUILDING INSPECTION RESERVE FUND

FUND/DEPARTMENT #: 738-738

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.

DEPARTMENT BUDGET YEAR OBJECTIVES

- Provide funding for materials and services in times of low permit volume.

City of Cottage Grove Fiscal Year 2023-24 Budget

BUILDING INSPECTION RESERVE FUND: Revenue 738-000 Expenditures 738-738

2020-21 ACTUAL	2021-22 ACTUAL	2022-23 BUDGET	DESCRIPTION	2023-24 PROPOSED	2023-24 APPROVED	2023-24 ADOPTED
REVENUE						
28,539	78,844	104,000	41010 CARRYOVER	105,000	105,000	105,000
305	443	300	53200 INTEREST INCOME	1,000	1,000	1,000
50,000	25,000	50,000	55007 TRNSFR FROM BLDG INSPEC PROG FUND	0	0	0
78,844	104,287	154,300	TOTAL REVENUE	106,000	106,000	106,000
CAPITAL OUTLAY						
0	0	76,650	84000 MOTOR VEHICLES	52,500	52,500	52,500
0	0	76,650	84010 WORK EQUIPMENT	52,500	52,500	52,500
0	0	153,300	TOTAL CAPITAL OUTLAY	105,000	105,000	105,000
0	0	1,000	90209 TRNSFR TO BLDG INSPEC PROG FUND	1,000	1,000	1,000
0	0	0	99000 CONTINGENCY	0	0	0
78,844	104,287	0	99020 ENDING BALANCE	0	0	0
78,844	104,287	0	TOTAL ENDING BALANCE	0	0	0
78,844	104,287	154,300	TOTAL EXPENDITURES	106,000	106,000	106,000