

CITY OF COTTAGE GROVE

RESERVE FUNDS BUDGET SUMMARY

FUND/DEPARTMENT	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 BUDGETED	FY 2017-18 ADOPTED
General Reserve Fund	57,729	65,652	123,250	362,355
Water Reserve Fund	986,885	1,149,486	3,107,480	2,171,595
Wastewater Reserve Fund	874,198	902,214	4,794,300	4,793,500
Storm Drain Reserve Fund	550,678	213,952	1,597,505	1,930,735
Total Reserve Funds	2,469,490	2,331,304	9,622,535	9,258,185



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 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

- Fund maintenance projects at City Hall.
- Fund reroofing the Cottage Grove Museum Building, completing the project started last fiscal year.
- Provide a portion of funds for the construction of an evidence storage facility for the Police Department.
- Fund reroofing of the Community Center.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2016-17

- Completed Fiber Labeling Project.
- Installed an automatic chemical control system in the therapy pool.
- Performed HVAC maintenance at various City buildings.

**City of Cottage Grove
Fiscal Year 2017-18 Budget**

731-731 GENERAL RESERVE FUND

2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	DESCRIPTION	2017-18		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
31	61,629	7,500	41010 CARRYOVER	172,105	172,105	172,105
29	689	100	53200 INTEREST INCOME	250	250	250
3,299	0	0	54060 MISCELLANEOUS REVENUE	0	0	0
116,000	105,000	115,650	55001 TRANSFER FROM GENERAL FUND	120,000	190,000	190,000
119,358	167,318	123,250	TOTAL REVENUE	292,355	362,355	362,355
EXPENDITURES						
MATERIALS AND SERVICES						
15,265	3,071	6,000	71000 CONTRACTURAL SERVICES	4,000	4,000	4,000
849	0	0	72000 COMPUTER PROGRAMS/TRNG	0	0	0
16,114	3,071	6,000	TOTAL MATERIALS AND SERVICES	4,000	4,000	4,000
CAPITAL OUTLAY						
25,578	41,981	117,250	83000 BUILDINGS & IMPROVEMENTS	288,355	358,355	358,355
0	12,700	0	84000 MOTOR VEHICLE	0	0	0
16,037	7,899	0	84030 COMPUTER EQUIPMENT	0	0	0
41,615	62,581	117,250	TOTAL CAPITAL OUTLAY	288,355	358,355	358,355
0	0	0	99000 CONTINGENCY	0	0	0
61,629	101,666	0	99020 ENDING BALANCE	0	0	0
119,358	167,318	123,250	TOTAL EXPENDITURES	292,355	362,355	362,355

FUND: RESERVE**FUND/DEPARTMENT #: 732-732****WATER RESERVE****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.
- Provide the funding to pay debt service for the upgrade to the Water Treatment Plant.
- Provide funding to develop a Water Master Plan.
- Replace 10" asbestos concrete water line on South 4th Street between Taylor Avenue and Hwy 99.
- Complete a Water Conservation Plan
- Provide funding for the purchase of equipment, a new pickup, Excavator, two hand held Locators, an Organics Monitor, and a Tapping Machine.

MAJOR ACCOMPLISHMENTS FISCAL YEAR 2016-17

- Replace the meter vault and service line to Riverview Terrace.
- Funded the transfer of water rights to the Row Water Treatment Plant.
- Provided funding for the annual debt payment for the loan to Row River Water Treatment Plant and equipment.
- Complete the construction of Taylor Avenue Pump Station and backup power supply for both Taylor Avenue and Holly Avenue booster pump stations.
- Water line was replaced on Ash Street from O Street to Q Street.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2016-17

- Raise the water improvement portion of the water rates 1.8% as outlined in the proposed 5 year fiscal plan to fund the debt and future improvements.

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732-732 WATER RESERVE FUND

2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	DESCRIPTION	2017-18		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
955,663	1,438,556	1,668,960	41010 CARRYOVER	533,435	533,435	533,435
1,292,371	1,323,634	1,346,520	45011 WATER SURCHARGE	1,384,160	1,384,160	1,384,160
0	12,250	0	51130 STATE & LOCAL GRANTS	0	0	0
2,407	8,480	2,000	53200 INTEREST INCOME	4,000	4,000	4,000
0	3,109	0	54060 MISCELLANEOUS REVENUE	0	0	0
0	7,500	0	54400 BOND SALE/LOAN PROCEEDS	0	0	0
175,000	100,000	90,000	55002 TRANSFER FROM WATER FUND	250,000	250,000	250,000
2,425,441	2,893,529	3,107,480	TOTAL REVENUE	2,171,595	2,171,595	2,171,595
EXPENDITURES						
MATERIALS & SERVICES						
4,352	4,101	3,150	70100 AUDIT EXPENSES	665	665	665
72,778	140,158	240,000	71000 CONTRACTUAL SERVICES	308,000	308,000	308,000
15,279	38,591	15,500	79900 ADMINISTRATIVE FEE	28,645	28,645	28,645
8,353	7,842	65,920	79910 ENGINEERING SERVICE FEES	36,400	36,400	36,400
100,762	190,692	324,570	TOTAL MATERIALS & SERVICES	373,710	373,710	373,710
CAPITAL OUTLAY						
92,083	159,501	978,000	83000 BUILDINGS & IMPROVEMENTS	295,000	295,000	295,000
0	7,500	64,500	84000 MOTOR VEHICLES	6,250	6,250	6,250
869	316	14,000	84010 WORK EQUIPMENT	91,765	91,765	91,765
92,952	167,317	1,056,500	TOTAL CAPITAL OUTLAY	393,015	393,015	393,015
DEBT SERVICE						
537	0	0	90110-085 LOAN PRINCIPAL PAYMENT - VACTOR	0	0	0
25,000	25,000	25,000	90110-086 LOAN PRINCIPAL PAYMENT - LOCAP PROJECTS	0	0	0
55,406	58,302	61,350	90110-095 SURCHARGE LOAN PRINCIPAL PAYMENT	0	0	0
245,000	250,000	265,000	90110-096 LOAN PRINCIPAL PAYMENT - LOCAP - WTP	0	0	0
72,760	78,271	78,805	90110-103 LOAN PRINCIPAL PAYMENT - WTP	0	0	0
0	714	1,455	90110-115 LOAN PRINCIPAL PAYMENT - TIGER MOWER	0	0	0
3	0	0	90111-088 LOAN INTEREST PAYMENT- VACTOR	0	0	0
27,413	26,538	25,540	90111-089 LOAN INTEREST PAYMENT- LOCAP PROJECTS	0	0	0
53,408	50,512	47,465	90111-097 LOAN INTEREST PAYMENT- SURCHARGE	0	0	0
207,625	198,950	188,650	90111-098 LOAN INTEREST PAYMENT- LOCAP -WTP	0	0	0
105,866	102,955	99,825	90111-104 LOAN INTEREST PAYMENT - WTP	0	0	0
0	80	140	90111-116 LOAN INTEREST PAYMENT - TIGER MOWER	0	0	0
154	153	155	90116-000 LOAN ADMINISTRATION FEE - LOCAP	0	0	0
793,171	791,477	793,385	TOTAL DEBT SERVICE	0	0	0
0	0	0	90217 TRANSFER TO DEBT SERVICE	800,460	800,460	800,460
0	0	933,025	99000 CONTINGENCY	604,410	604,410	604,410
1,438,556	0	0	99020 ENDING BALANCE	0	0	0
1,438,556	1,744,044	933,025	TOTAL ENDING BALANCE	604,410	604,410	604,410
2,425,441	2,893,529	3,107,480	TOTAL EXPENDITURES	2,171,595	2,171,595	2,171,595

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

- 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 projects on South 1st Street and alley off Villard Avenue.
- Provide funding for the effluent transmission and storage project.
- Hire a consultant to assist in the NPDES discharge permit renewal.

MAJOR ACCOMPLISHMENTS FISCAL YEAR 2016-17

- Continued to provide the funding to pay debt service for the upgrades to the wastewater treatment plant and various pieces equipment.
- Purchased robotic camera to inspect wastewater and storm drainage lines.
- Purchased tractor mower with attachments for Middlefield Golf Course.
- Purchase six new golf carts for Middlefield Golf Course.
- Install new fountain pump in pond near 18th green and Middlefield Golf Course.
- Install new low energy lights at Middlefield Golf Course.
- Install new security camera system at the Wastewater Treatment Plant.
- Painted buildings at Wastewater Treatment Plant.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2016-17

- Raise the improvement portion of the wastewater rates 3.1 % as outlined in the adopted 5 year fiscal plan to fund the debt and future improvements.

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735-735 WASTEWATER RESERVE

2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	DESCRIPTION	2017-18		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
150,116	223,515	1,159,465	41010 CARRYOVER	475,325	475,325	475,325
874,513	972,852	1,074,485	45043 WW SYS IMPR SURCHARGE	1,117,675	1,117,675	1,117,675
662	1,311	250	53200 INTEREST INCOME	500	500	500
0	9	100	54060 MISCELLANEOUS REVENUE	0	0	0
72,460	92,885	2,560,000	54400 BOND/SALE/LOAN PROCEEDS	3,200,000	3,200,000	3,200,000
1,097,751	1,290,573	4,794,300	TOTAL REVENUE	4,793,500	4,793,500	4,793,500
EXPENDITURES						
MATERIALS & SERVICES						
2,415	4,165	2,790	70100 AUDIT EXPENSE	735	735	735
12,467	2,411	235,000	71000 CONTRACTUAL SERVICES	306,000	306,000	306,000
18,044	44,962	11,620	79900 ADMINISTRATIVE FEE	14,775	14,775	14,775
1,468	923	192,800	79910 ENGINEERING SERVICE FEES	252,220	252,220	252,220
34,394	52,460	442,210	TOTAL MATERIALS & SERVICES	573,730	573,730	573,730
CAPITAL OUTLAY						
23,517	15,000	2,555,000	83000 BUILDINGS & IMPROVEMENTS	3,110,000	3,110,000	3,110,000
74,000	7,500	64,500	84000 MOTOR VEHICLES	6,250	6,250	6,250
13,290	109,711	116,000	84010 WORK EQUIPMENT	66,350	66,350	66,350
110,807	132,211	2,735,500	TOTAL CAPITAL OUTLAY	3,182,600	3,182,600	3,182,600
DEBT SERVICE						
6,445	0	0	90110-085 LOAN PRINCIPAL PAYMENT - VACTOR	0	0	0
20,000	20,000	20,000	90110-086 LOAN PRINCIPAL PAYMENT - LOCAP	0	0	0
415,000	425,000	425,000	90110-099 LOAN PRINCIPAL PAYMENT - WWTP	0	0	0
561	0	0	90110-100 LOAN PRINCIPAL PAYMENT - ROLLER	0	0	0
14,036	3,512	0	90110-107 LOAN PRINCIPAL PAYMENT - MOWERS	0	0	0
6,777	13,827	14,265	90110-109 LOAN PRINCIPAL PAYMENT - LOADER	0	0	0
0	2,873	5,840	90110-111 LOAN PRINCIPAL PAYMENT - TRACTOR MOWER	0	0	0
0	714	1,455	90110-115 LOAN PRINCIPAL PAYMENT - TIGER MOWER	0	0	0
0	0	20,365	90110-119 LOAN PRINCIPAL PAYMENT - LOCAP 2016	0	0	0
0	0	10,545	90110-121 LOAN PRINCIPAL PAYMENT - SEWER CAMERA	0	0	0
0	0	47,635	90110-127 LOAN PRINCIPAL PAYMENT - EFFLUENT TRANS/ST	0	0	0
0	0	8,350	90110-129 LOAN PRINCIPAL PAYMENT -MOWER 2016	0	0	0
21,163	20,463	20,465	90111-089 LOAN INTEREST PAYMENT - LOCAP	0	0	0
243,350	228,625	228,625	90111-101 LOAN INTEREST PAYMENT - WWTP	0	0	0
3	0	0	90111-102 LOAN INTEREST PAYMENT - ROLLER	0	0	0
367	22	25	90111-108 LOAN INTEREST PAYMENT - MOWERS	0	0	0
1,082	1,893	1,460	90111-110 LOAN INTEREST PAYMENT - LOADER	0	0	0
0	323	555	90111-112 LOAN INTEREST PAYMENT - TRACTOR MOWER	0	0	0
0	80	140	90111-116 LOAN INTEREST PAYMENT - TIGER MOWER	0	0	0
0	0	27,665	90111-1-120 LOAN INTEREST PAYMENT - LOCAP 2016	0	0	0
0	0	1,255	90111-122 LOAN INTEREST PAYMENT - SEWER CAMERA	0	0	0
0	0	65,215	90111-128 LOAN INTEREST PAYMENT - EFFLUENT TRANS/ST	0	0	0
0	0	1,505	90111-130 LOAN INTEREST PAYMENT - MOWER 2016	0	0	0

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735-735 WASTEWATER RESERVE

2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	DESCRIPTION	2017-18		
				PROPOSED	APPROVED	ADOPTED
213	213	215	90116-000 LOAN ADMINISTRATION FEE - LOCAP 2013	0	0	0
728,997	717,543	900,580	TOTAL DEBT SERVICE	0	0	0
0	0	0	90217 TRANSFER TO DEBT SERVICE	910,970	910,970	910,970
0	0	716,010	99000 CONTINGENCY	126,200	126,200	126,200
223,515	0	0	99020 ENDING BALANCE	0	0	0
223,515	388,358	716,010	TOTAL ENDING BALANCE	1,037,170	1,037,170	1,037,170
1,097,713	1,290,573	4,794,300	TOTAL EXPENDITURES	4,793,500	4,793,500	4,793,500



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 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.
- 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.

MAJOR ACCOMPLISHMENTS FISCAL YEAR 2016-17

- Creation of the Low Impact Development Manual
- Settlement of the Edgewater Outfall lawsuit.
- Provide funding for new equipment.
- Continue to pay on debt obligation.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2016-17

- Follow adopted 5 year utility rate plan and increase storm drain improvement portion of the storm drainage fee from \$6.00 per equivalent service unit (ESU) to \$6.47 per ESU.

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736-736 STORM DRAIN RESERVE

2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	DESCRIPTION	2017-18		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
816,704	701,567	1,041,160	41010 CARRYOVER	1,338,655	1,338,655	1,338,655
407,029	439,335	473,345	45051 STORM DRAIN SURCHARGE	517,980	517,980	517,980
2,888	5,566	3,000	53200 INTEREST INCOME	4,000	4,000	4,000
400	2	0	54060 MISCELLANEOUS REVENUE	100	100	100
25,225	54,380	0	54400 LOAN PROCEEDS	0	0	0
0	100,000	80,000	55010 TRANSFER FROM STORM DRAIN FUND	70,000	70,000	70,000
1,252,246	1,300,850	1,597,505	TOTAL REVENUE	1,930,735	1,930,735	1,930,735
EXPENDITURES						
MATERIALS & SERVICES						
1,720	0	0	70100 AUDIT EXPENSE	1,745	1,745	1,745
10,659	13,330	210,000	71000 CONTRACTUAL SERVICES	207,000	207,000	207,000
0	0	35	73600 MISCELLANEOUS EXPENSE	35	35	35
46,024	68,427	67,965	79900 ADMINISTRATIVE FEE	67,815	67,815	67,815
46,743	23	100,000	79910 ENGINEERING SERVICES	100,140	100,140	100,140
105,146	81,780	378,000	TOTAL MATERIALS & SERVICES	376,735	376,735	376,735
CAPITAL OUTLAY						
293,876	5,965	620,300	83000 BUILDINGS & IMPROVEMENTS	650,000	650,000	650,000
0	0	50,000	83040 INFRASTRUCTURE REPLACEMENT	50,000	50,000	50,000
25,000	30,710	64,500	84000 MOTOR VEHICLES	6,250	6,250	6,250
1,060	614	0	84010 WORK EQUIPMENT	31,250	31,250	31,250
319,935	37,289	734,800	TOTAL CAPITAL OUTLAY	737,500	737,500	737,500
DEBIT SERVICE						
6,721	0	0	90110-085 LOAN PRINCIPAL PAYMENT - VACTOR	0	0	0
45,000	45,000	50,000	90110-086 LOAN PRINCIPAL PAYMENT - LOCAP	0	0	0
0	2,211	4,495	90110-105 LOAN PRINCIPAL PAYMENT - SWEEPER	0	0	0
0	714	1,455	90110-115 LOAN PRINCIPAL PAYMENT - TIGER MOWER	0	0	0
0	0	17,865	90110-119 LOAN PRINCIPAL PAYMENT - LOCAP 2016	0	0	0
0	0	4,520	90110-121 LOAN PRINCIPAL PAYMENT - SEWER CAMERA	0	0	0
25,225	0	0	90110-124 LOAN PRINCIPAL PAYMENT - JETTER	0	0	0
40	0	0	90111-088 LOAN INTEREST PAYMENT - VACTOR	0	0	0
48,175	46,600	44,700	90111-089 LOAN INTEREST PAYMENT - LOCAP	0	0	0
0	248	430	90111-106 LOAN INTEREST PAYMENT - SWEEPER	0	0	0
0	80	140	90111-116 LOAN INTEREST PAYMENT - TIGER MOWER	0	0	0
0	0	24,270	90111-120 LOAN INTEREST PAYMENT - LOCAP 2016	0	0	0
409	0	0	90111-125 LOAN INTEREST PAYMENT - JETTER	0	0	0
28	28	30	90116-000 LOAN ADMINISTRATION FEE - LOCAP	0	0	0
125,597	94,883	147,905	TOTAL DEBIT SERVICE	0	0	0

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736-736 STORM DRAIN RESERVE

2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	DESCRIPTION	2017-18		
				PROPOSED	APPROVED	ADOPTED
0	0	0	90217 TRANSFER TO DEBT SERVICE	104,295	104,295	104,295
0	0	336,800	99000 CONTINGENCY	712,205	712,205	712,205
701,567	0	0	99020 ENDING BALANCE	0	0	0
701,567	1,086,898	336,800	TOTAL ENDING BALANCE	712,205	712,205	712,205
1,252,246	1,300,850	1,597,505	TOTAL EXPENDITURES	1,930,735	1,930,735	1,930,735

