

CITY OF COTTAGE GROVE

RESERVE FUNDS BUDGET SUMMARY

FUND/DEPARTMENT	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 ADOPTED
General Reserve Fund	65,652	30,580	362,355	330,770
Water Reserve Fund	1,149,486	2,426,965	2,171,595	2,702,000
Wastewater Reserve Fund	902,214	930,591	4,793,500	5,665,000
Storm Drain Reserve Fund	213,952	278,824	1,930,735	3,832,600
Building Inspec Reserve Fund	0	0	0	30,000
Total Reserve Funds	2,331,304	3,666,961	9,258,185	12,560,370



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.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2017-18

- Completed repair and resealing of Community Center roof.
- Upgraded electrical panel on stage at Armory.
- Performed HVAC maintenance at various City buildings.
- Completed design, awarded bid, and started construction of new evidence storage facility for the Police Department.
- Awarded bid and completed 50% of the Cottage Grove Museum Building reroofing project.

**City of Cottage Grove
Fiscal Year 2018-19 Budget**

731-731 GENERAL RESERVE FUND

2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	DESCRIPTION	2018-19		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
61,629	101,666	172,105	41010 CARRYOVER	137,570	137,570	137,570
689	1,188	250	53200 INTEREST INCOME	200	200	200
0	500	0	54060 MISCELLANEOUS REVENUE	0	0	0
105,000	115,650	190,000	55001 TRANSFER FROM GENERAL FUND	193,000	193,000	193,000
167,318	219,004	362,355	TOTAL REVENUE	330,770	330,770	330,770
EXPENDITURES						
MATERIALS AND SERVICES						
3,071	3,789	4,000	71000 CONTRACTURAL SERVICES	2,500	2,500	2,500
0	0	0	71700 BUILDING MAINTENANCE & REPAIR	82,770	82,770	82,770
0	0	0	72000 COMPUTER SERVICE & SUPPLIES	2,500	2,500	2,500
3,071	3,789	4,000	TOTAL MATERIALS AND SERVICES	87,770	87,770	87,770
CAPITAL OUTLAY						
41,981	26,791	358,355	83000 BUILDINGS & IMPROVEMENTS	179,000	179,000	179,000
12,700	0	0	84000 MOTOR VEHICLE	64,000	64,000	64,000
7,899	0	0	84030 COMPUTER EQUIPMENT	0	0	0
62,581	26,791	358,355	TOTAL CAPITAL OUTLAY	243,000	243,000	243,000
0	0	0	99000 CONTINGENCY	0	0	0
101,666	0	0	99020 ENDING BALANCE	0	0	0
167,318	30,580	362,355	TOTAL EXPENDITURES	330,770	330,770	330,770

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.
- Provide funding for water right renewal and certification.
- Complete a Water Conservation Plan

MAJOR ACCOMPLISHMENTS FISCAL YEAR 2017-18

- Provide funding for the purchase of equipment, a new pickup, Excavator, two hand held Locators, an Organics Monitor, and a Tapping Machine.
- Provided funding for the annual debt payment for the loan to Row River Water Treatment Plant and equipment.
- Water line was replaced on South 6th Street between Lincoln and Johnson Streets.



New Caterpillar Excavator

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

2015-16 ACTUAL	2016-17 BUDGET	2017-18 BUDGET	DESCRIPTION	2018-19		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
1,438,556	1,744,044	533,435	41010 CARRYOVER	1,182,000	1,182,000	1,182,000
1,323,634	1,362,845	1,384,160	45011 WATER SURCHARGE	1,410,000	1,410,000	1,410,000
12,250	0	0	51130 STATE & LOCAL GRANTS	0	0	0
8,480	10,184	4,000	53200 INTEREST INCOME	10,000	10,000	10,000
3,109	0	0	54060 MISCELLANEOUS REVENUE	0	0	0
7,500	0	0	54400 BOND SALE/LOAN PROCEEDS	0	0	0
100,000	90,000	250,000	55002 TRANSFER FROM WATER FUND	100,000	100,000	100,000
2,893,529	3,207,073	2,171,595	TOTAL REVENUE	2,702,000	2,702,000	2,702,000
EXPENDITURES						
MATERIALS & SERVICES						
4,101	3,220	665	70100 AUDIT EXPENSES	0	0	0
140,158	127,375	308,000	71000 CONTRACTUAL SERVICES	248,000	248,000	248,000
38,591	15,497	28,645	79900 ADMINISTRATIVE FEE	69,025	69,025	69,025
7,842	122,577	36,400	79910 ENGINEERING SERVICE FEES	71,760	71,760	71,760
190,692	268,669	373,710	TOTAL MATERIALS & SERVICES	388,785	388,785	388,785
CAPITAL OUTLAY						
159,501	1,289,839	295,000	83000 BUILDINGS & IMPROVEMENTS	1,046,840	1,046,840	1,046,840
7,500	54,307	6,250	84000 MOTOR VEHICLES	225,000	225,000	225,000
316	20,779	91,765	84010 WORK EQUIPMENT	40,500	40,500	40,500
167,317	1,364,924	393,015	TOTAL CAPITAL OUTLAY	1,312,340	1,312,340	1,312,340
DEBT SERVICE						
25,000	25,000	0	90110-086 LOAN PRINCIPAL PAYMENT - LOCAP PROJECTS	0	0	0
58,302	61,349	0	90110-095 SURCHARGE LOAN PRINCIPAL PAYMENT	0	0	0
250,000	265,000	0	90110-096 LOAN PRINCIPAL PAYMENT - LOCAP - WTP	0	0	0
78,271	78,802	0	90110-103 LOAN PRINCIPAL PAYMENT - WTP	0	0	0
714	1,452	0	90110-115 LOAN PRINCIPAL PAYMENT - TIGER MOWER	0	0	0
26,538	25,538	0	90111-089 LOAN INTEREST PAYMENT- LOCAP PROJECTS	0	0	0
50,512	47,465	0	90111-097 LOAN INTEREST PAYMENT- SURCHARGE	0	0	0
198,950	188,650	0	90111-098 LOAN INTEREST PAYMENT- LOCAP -WTP	0	0	0
102,955	99,825	0	90111-104 LOAN INTEREST PAYMENT - WTP	0	0	0
80	137	0	90111-116 LOAN INTEREST PAYMENT - TIGER MOWER	0	0	0
153	154	0	90116-000 LOAN ADMINISTRATION FEE - LOCAP	0	0	0
791,477	793,372	0	TOTAL DEBT SERVICE	0	0	0
0	0	800,460	90217 TRANSFER TO DEBT SERVICE	750,875	750,875	750,875
0	0	604,410	99000 CONTINGENCY	250,000	250,000	250,000
0	0	0	99020 ENDING BALANCE	0	0	0
1,744,044	0	604,410	TOTAL ENDING BALANCE	250,000	250,000	250,000
2,893,529	2,426,965	2,171,595	TOTAL EXPENDITURES	2,702,000	2,702,000	2,702,000

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.
- Hire a consultant to assist in revising the City's sewer code.

MAJOR ACCOMPLISHMENTS FISCAL YEAR 2017-18

- Continued to provide the funding to pay debt service for the upgrades to the wastewater treatment plant and various pieces equipment.
- Purchased greens mower for Middlefield Golf Course.
- Repaired the men's bathroom at Middlefield Pro Shop.
- Repaired exterior South wall at Middlefield Golf Course Shop.

**City of Cottage Grove
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735-735 WASTEWATER RESERVE

2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	DESCRIPTION	2018-19		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
223,515	388,358	475,325	41010 CARRYOVER	323,000	323,000	323,000
972,852	1,011,337	1,117,675	45043 WW SYS IMPR SURCHARGE	1,115,000	1,115,000	1,115,000
1,311	1,654	500	53200 INTEREST INCOME	2,000	2,000	2,000
9	0	0	54060 MISCELLANEOUS REVENUE	0	0	0
92,885	60,000	3,200,000	54400 BOND/SALE/LOAN PROCEEDS	4,225,000	4,225,000	4,225,000
1,290,573	1,461,350	4,793,500	TOTAL REVENUE	5,665,000	5,665,000	5,665,000
EXPENDITURES						
MATERIALS & SERVICES						
4,165	2,852	735	70100 AUDIT EXPENSE	0	0	0
2,411	1,387	306,000	71000 CONTRACTUAL SERVICES	445,000	445,000	445,000
44,962	11,616	14,775	79900 ADMINISTRATIVE FEE	0	0	0
923	27	252,220	79910 ENGINEERING SERVICE FEES	33,300	33,300	33,300
52,460	15,881	573,730	TOTAL MATERIALS & SERVICES	478,300	478,300	478,300
CAPITAL OUTLAY						
15,000	14,477	3,110,000	83000 BUILDINGS & IMPROVEMENTS	3,822,955	3,822,955	3,822,955
7,500	55,945	6,250	84000 MOTOR VEHICLES	25,000	25,000	25,000
109,711	111,163	66,350	84010 WORK EQUIPMENT	76,500	76,500	76,500
132,211	181,585	3,182,600	TOTAL CAPITAL OUTLAY	3,924,455	3,924,455	3,924,455
DEBT SERVICE						
20,000	20,000	0	90110-086 LOAN PRINCIPAL PAYMENT - LOCAP	0	0	0
425,000	440,000	0	90110-099 LOAN PRINCIPAL PAYMENT - WWTP	0	0	0
3,512	0	0	90110-107 LOAN PRINCIPAL PAYMENT - MOWERS	0	0	0
13,827	14,265	0	90110-109 LOAN PRINCIPAL PAYMENT - LOADER	0	0	0
2,873	5,839	0	90110-111 LOAN PRINCIPAL PAYMENT - TRACTOR MOWER	0	0	0
714	1,452	0	90110-115 LOAN PRINCIPAL PAYMENT - TIGER MOWER	0	0	0
0	10,566	0	90110-121 LOAN PRINCIPAL PAYMENT - SEWER CAMERA	0	0	0
0	5,616	0	90110-129 LOAN PRINCIPAL PAYMENT -MOWER 2016	0	0	0
20,463	19,663	0	90111-089 LOAN INTEREST PAYMENT - LOCAP	0	0	0
228,625	211,325	0	90111-101 LOAN INTEREST PAYMENT - WWTP	0	0	0
22	0	0	90111-108 LOAN INTEREST PAYMENT - MOWERS	0	0	0
1,893	1,455	0	90111-110 LOAN INTEREST PAYMENT - LOADER	0	0	0
323	553	0	90111-112 LOAN INTEREST PAYMENT - TRACTOR MOWER	0	0	0
80	137	0	90111-116 LOAN INTEREST PAYMENT - TIGER MOWER	0	0	0
0	1,232	0	90111-122 LOAN INTEREST PAYMENT - SEWER CAMERA	0	0	0
0	811	0	90111-130 LOAN INTEREST PAYMENT - MOWER 2016	0	0	0
213	211	0	90116-000 LOAN ADMINISTRATION FEE - LOCAP 2013	0		
717,543	733,125	0	TOTAL DEBT SERVICE	0	0	0
0	0	910,970	90217 TRANSFER TO DEBT SERVICE	1,042,645	1,042,645	1,042,645
0	0	126,200	99000 CONTINGENCY	219,600	219,600	219,600
0	0	0	99020 ENDING BALANCE	0	0	0
388,358	0	1,037,170	TOTAL ENDING BALANCE	1,262,245	1,262,245	1,262,245
1,290,573	930,591	4,793,500	TOTAL EXPENDITURES	5,665,000	5,665,000	5,665,000

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. Creation of the Low Impact Development Manual
- Creation of the Low Impact Development Manual

MAJOR ACCOMPLISHMENTS FISCAL YEAR 2017-18

- 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

2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	DESCRIPTION	2018-19		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
701,567	1,086,898	1,338,655	41010 CARRYOVER	1,400,000	1,400,000	1,400,000
439,335	481,220	517,980	45051 STORM DRAIN SURCHARGE	550,000	550,000	550,000
5,566	11,375	4,000	53200 INTEREST INCOME	12,500	12,500	12,500
2	12,216	100	54060 MISCELLANEOUS REVENUE	100	100	100
54,380	0	0	54400 LOAN PROCEEDS	1,800,000	1,800,000	1,800,000
100,000	80,000	70,000	55010 TRANSFER FROM STORM DRAIN FUND	70,000	70,000	70,000
1,300,850	1,671,709	1,930,735	TOTAL REVENUE	3,832,600	3,832,600	3,832,600
EXPENDITURES						
MATERIALS & SERVICES						
0	0	1,745	70100 AUDIT EXPENSE	0	0	0
13,330	44,992	207,000	71000 CONTRACTUAL SERVICES	500,000	500,000	500,000
0	0	35	73600 MISCELLANEOUS EXPENSE	0	0	0
68,427	67,956	67,815	79900 ADMINISTRATIVE FEE	13,805	13,805	13,805
23	900	100,140	79910 ENGINEERING SERVICES	175,900	175,900	175,900
81,780	113,848	376,735	TOTAL MATERIALS & SERVICES	689,705	689,705	689,705
CAPITAL OUTLAY						
5,965	2,738	650,000	83000 BUILDINGS & IMPROVEMENTS	2,613,420	2,613,420	2,613,420
0	0	50,000	83040 INFRASTRUCTURE REPLACEMENT	0	0	0
30,710	55,945	6,250	84000 MOTOR VEHICLES	25,000	25,000	25,000
614	0	31,250	84010 WORK EQUIPMENT	0	0	0
37,289	58,682	737,500	TOTAL CAPITAL OUTLAY	2,638,420	2,638,420	2,638,420
DEBIT SERVICE						
45,000	50,000	0	90110-086 LOAN PRINCIPAL PAYMENT - LOCAP	0	0	0
2,211	4,494	0	90110-105 LOAN PRINCIPAL PAYMENT - SWEEPER	0	0	0
714	1,452	0	90110-115 LOAN PRINCIPAL PAYMENT - TIGER MOWER	0	0	0
0	4,528	0	90110-121 LOAN PRINCIPAL PAYMENT - SEWER CAMERA	0	0	0
46,600	44,700	0	90111-089 LOAN INTEREST PAYMENT - LOCAP	0	0	0
248	425	0	90111-106 LOAN INTEREST PAYMENT - SWEEPER	0	0	0
80	137	0	90111-116 LOAN INTEREST PAYMENT - TIGER MOWER	0	0	0
0	528	0	90111-122 LOAN INTEREST PAYMENT - SEWER CAMERA	0	0	0
28	29	0	90116-000 LOAN ADMINISTRATION FEE - LOCAP	0	0	0
94,883	106,294	0	TOTAL DEBIT SERVICE	0	0	0
0	0	104,295	90217 TRANSFER TO DEBT SERVICE	234,475	234,475	234,475
0	0	712,205	99000 CONTINGENCY	270,000	270,000	270,000
0	0	0	99012 RESERVE FOR FUTURE EXP.	0	0	0
0	0	0	99020 ENDING BALANCE	0	0	0
1,086,898	0	712,205	TOTAL ENDING BALANCE	270,000	270,000	270,000
1,300,850	278,824	1,930,735	TOTAL EXPENDITURES	3,832,600	3,832,600	3,832,600

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 entered into an IGA with Creswell and preparing to enter into an agreement with Veneta by July 1, 2018 to provide them building permit services. The City Council will need to establish by ordinance 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. The City Council will be considering the ordinance to establish the fund at a May or June City Council meeting.

BUDGET YEAR OBJECTIVES

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

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738-738 BUILDING INSPECTION RESERVE

2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	DESCRIPTION	2018-19		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
0	0	0	41010 CARRYOVER	0	0	0
0	0	0	53200 INTEREST INCOME	0	0	0
0	0	0	54060 MISCELLANEOUS REVENUE	0	0	0
			55007 TRANSFER FROM BLDG INSPECTION FUND	30,000	30,000	30,000
0	0	0	TOTAL REVENUE	30,000	30,000	30,000
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	0	84000 MOTOR VEHICLES	28,000	28,000	28,000
0	0	0	84010 WORK EQUIPMENT	2,000	2,000	2,000
0	0	0	TOTAL CAPITAL OUTLAY	30,000	30,000	30,000
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	0	TOTAL EXPENDITURES	30,000	30,000	30,000