

City of Cottage Grove Fiscal Year 2022-23 Budget

RESERVE FUNDS BUDGET SUMMARY

FUND/DEPARTMENT	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 BUDGET	FY 2022-23 ADOPTED
General Reserve Fund	285,018	455,971	190,010	689,010
Water Reserve Fund	5,186,992	3,484,581	2,680,000	3,067,000
Wastewater Reserve Fund	5,910,220	5,051,785	3,125,100	2,582,300
Storm Drain Reserve Fund	2,742,211	2,645,526	2,576,125	2,506,000
Building Inspec Reserve Fund	40,439	78,844	104,000	154,300
Total Reserve Funds	14,164,880	11,716,707	8,675,235	8,998,610



GENERAL RESERVE

FUND/DEPARTMENT #: 731-731

OVERVIEW

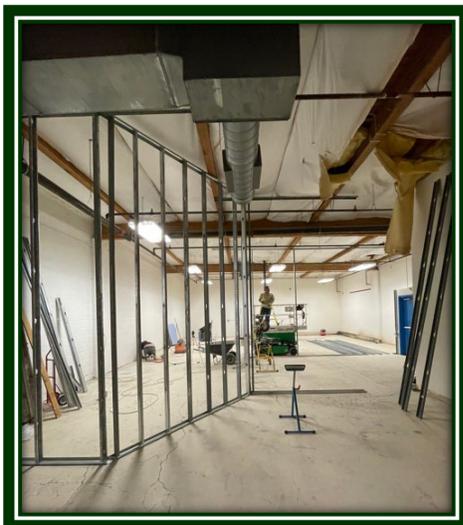
The General Reserve Fund was reaffirmed and authorized by Ordinance No. 2813, on June 1, 1998, continued by Resolution No. 1663 on June 9, 2008 and Resolution No. 1959 on June 11, 2018 to acquire equipment, vehicles, property or buildings, to make major repairs or capital improvements, construct facilities, 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 new telephone system at all City facilities.
- Fund City Hall office space remodels, HR and Engineering.
- Fund an electric car charger for City vehicles at City Hall.
- Fund flooring replacement in the Police Department.
- Fund Broadband improvements; Assist with Low Income housing development and replace Saddle Span cover using ARPA funds.

PRIMARY ACCOMPLISHMENTS – FISCAL YEAR 2021-22

- Completed roof replacement at the Community Center/Library.
- Funded remodel for Senior & Disabilities Services and Café 60 at the Community Center.
- Purchase a used electric Ford Focus.



Remodel at the Community Center for Senior & Disability Services

City of Cottage Grove Fiscal Year 2022-23 Budget

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

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	2022-23 PROPOSED	2022-23 APPROVED	2022-23 ADOPTED
REVENUE						
93,332	127,911	0	41010 CARRYOVER	110,000	110,000	110,000
0	137,680	0	51120 FEDERAL GRANTS	0	0	0
1,684	380	10	53200 INTEREST INCOME	10	10	10
0	0	0	54060 MISCELLANEOUS REVENUE	0	0	0
190,000	190,000	190,000	55001 TRANSFER FROM GENERAL FUND	579,000	579,000	579,000
285,018	455,971	190,010	TOTAL REVENUE	689,010	689,010	689,010
EXPENDITURES						
MATERIALS AND SERVICES						
0	8,429	100	71000 CONTRACTUAL SERVICES	100	100	100
0	0	0	71000-002 CONTRACTUAL SERVICES - ARPA	50,000	50,000	50,000
37,935	53,195	30,000	71700 BUILDING MAINTENANCE & REPAIR	75,000	75,000	75,000
0	0	0	72000 COMPUTER SERVICE & SUPPLIES	0	0	0
37,935	61,624	30,100	TOTAL MATERIALS AND SERVICES	125,100	125,100	125,100
CAPITAL OUTLAY						
86,097	354,370	90,000	83000 BUILDINGS & IMPROVEMENTS	223,910	223,910	223,910
0	0	0	83000-001 BUILDINGS & IMPROVEMENTS ARPA	270,000	270,000	270,000
33,073	9,931	10,000	84000 MOTOR VEHICLES	10,000	10,000	10,000
119,170	364,301	100,000	TOTAL CAPITAL OUTLAY	503,910	503,910	503,910
0	0	59,910	99000 CONTINGENCY	60,000	60,000	60,000
127,913	0	0	99020 ENDING BALANCE	0	0	0
127,913	30,046	0	TOTAL ENDING BALANCE	60,000	60,000	60,000
285,018	455,971	190,010	TOTAL EXPENDITURES	689,010	689,010	689,010

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 for water right renewal and certification.
- Provide funding North 16th Street water mainline upgrade.
- Provide funding for Holly Pump Station upgrade.
- Provide funding for a new CAT Backhoe.
- Provide funding for a new City water reservoir with assistance from ARPA funds.

PRIMARY ACCOMPLISHMENTS - FISCAL YEAR 2021-22

- Provided funding for the annual debt payment for the loan to Row River Water Treatment Plant and equipment.
- Provided funding for new CAT Track Loader.
- Purchased 20 new Pall membrane filters.
- Provided funding for a used Vac Truck from the City of Eugene.



New CAT Track Loader

City of Cottage Grove Fiscal Year 2022-23 Budget

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

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	2022-23 PROPOSED	2022-23 APPROVED	2022-23 ADOPTED
REVENUE						
1,407,876	1,864,072	1,100,000	41010 CARRYOVER	1,335,000	1,335,000	1,335,000
1,477,672	1,497,737	1,460,000	45011 WATER SURCHARGE	1,490,000	1,490,000	1,490,000
46,688	8,802	20,000	53200 INTEREST INCOME	2,000	2,000	2,000
0	13,971	0	54060 MISCELLANEOUS REVENUE	0	0	0
2,129,756	0	0	54400 BOND SALE/LOAN PROCEEDS	0	0	0
125,000	100,000	100,000	55002 TRANSFER FROM WATER FUND	100,000	100,000	100,000
0	0	0	55037 TRANSFER FROM GENERAL FUND - ARPA	140,000	140,000	140,000
5,186,992	3,484,581	2,680,000	TOTAL REVENUE	3,067,000	3,067,000	3,067,000
EXPENDITURES						
MATERIALS & SERVICES						
32,602	18,791	250,000	71000 CONTRACTUAL SERVICES	250,000	250,000	250,000
0	0	0	71000-002 CONTRACTUAL SVCS - ARPA	140,000	140,000	140,000
30,415	43,370	69,680	79900 ADMINISTRATIVE FEE	69,070	69,070	69,070
55,600	0	25,000	79910 ENGINEERING SERVICE FEES	25,000	25,000	25,000
118,618	62,161	344,680	TOTAL MATERIALS & SERVICES	484,070	484,070	484,070
CAPITAL OUTLAY						
2,275,188	1,628,285	1,300,000	83000 BUILDINGS & IMPROVEMENTS	1,571,475	1,571,475	1,571,475
52,950	0	50,000	84000 MOTOR VEHICLES	10,000	10,000	10,000
6,590	2,500	40,000	84010 WORK EQUIPMENT	40,000	40,000	40,000
2,334,728	1,630,785	1,390,000	TOTAL CAPITAL OUTLAY	1,621,475	1,621,475	1,621,475
29,742	0	0	90200 BOND ISSUANCE COST	0	0	0
839,833	885,396	894,280	90217 TRANSFER TO DEBT SERVICE	909,455	909,455	909,455
0	0	51,040	99000 CONTINGENCY	52,000	52,000	52,000
1,864,071	906,239	0	99020 ENDING BALANCE	0	0	0
1,864,071	906,239	51,040	TOTAL ENDING BALANCE	52,000	52,000	52,000
5,157,250	3,484,581	2,680,000	TOTAL EXPENDITURES	3,067,000	3,067,000	3,067,000

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 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 with assistance from ARPA funds.
- Provide funding for 20 spray-in sewer man hole lining, and sewer mainline repairs.
- Provide funding for new CAT backhoe.
- Provide funding to expand equipment storage for the golf course maintenance shop.
- Provide funding for new Clarifier mechanical system.
- Provide funding for dry storage of mechanical system and dried bio-solids.
- Fund the design of a bio-solids dryer using ARPA funds.

PRIMARY ACCOMPLISHMENTS - FISCAL YEAR 2021-22

- 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 rough mower and greens mower.
- Provided funding for purchase of a used vac truck from the City of Eugene.
- Provided funding for a used 6" portable pump for the Wastewater Treatment Plant.
- Funded the installation of new effluent irrigation system at I-5 Interchange 174.
- Purchased 2,000 linear feet of 12" effluent piping for pipeline to Trailhead Park.

City of Cottage Grove Fiscal Year 2022-23 Budget

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

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	2022-23 PROPOSED	2022-23 APPROVED	2022-23 ADOPTED
REVENUE						
921	3,823,013	1,500,000	41010 CARRYOVER	840,000	840,000	840,000
1,138,746	1,152,083	1,285,000	45043 WW SYS IMPR SURCHARGE	1,439,200	1,439,200	1,439,200
55,072	17,689	15,000	53200 INTEREST INCOME	3,000	3,000	3,000
300	0	100	54060 MISCELLANEOUS REVENUE	100	100	100
4,665,181	0	0	54400 BOND/SALE/LOAN PROCEEDS	0	0	0
50,000	59,000	325,000	55023 TRANSFER FROM WASTEWATER FUND	100,000	100,000	100,000
0	0	0	55037 TRANSFER FROM GENERAL FUND - ARPA	200,000	200,000	200,000
5,910,220	5,051,785	3,125,100	TOTAL REVENUE	2,582,300	2,582,300	2,582,300
EXPENDITURES						
MATERIALS & SERVICES						
18,295	6,042	150,000	71000 CONTRACTUAL SERVICES	150,000	150,000	150,000
0	0	0	71000-002 CONTRACTUAL SVCS - ARPA	100,000	100,000	100,000
27,445	68,490	68,600	79900 ADMINISTRATIVE FEE	69,875	69,875	69,875
33,772	0	20,000	79910 ENGINEERING SERVICE FEES	13,000	13,000	13,000
79,512	74,532	238,600	TOTAL MATERIALS & SERVICES	332,875	332,875	332,875
CAPITAL OUTLAY						
915,030	2,501,714	1,300,000	83000 BUILDINGS & IMPROVEMENTS	1,087,000	1,087,000	1,087,000
0	0	0	83000-001 BUILDING AND IMPROVEMENTS-ARPA	100,000	100,000	100,000
108,150	18,085	10,000	84000 MOTOR VEHICLES	10,000	10,000	10,000
0	103,548	140,000	84010 WORK EQUIPMENT	40,000	40,000	40,000
1,023,180	2,623,347	1,450,000	TOTAL CAPITAL OUTLAY	1,237,000	1,237,000	1,237,000
65,148	0		90205 BOND ISSUANCE COST	0	0	0
919,365	1,015,770	993,995	90217 TRANSFER TO DEBT SERVICE	961,220	961,220	961,220
0	0	442,505	99000 CONTINGENCY	51,205	51,205	51,205
3,823,015	1,338,136	0	99020 ENDING BALANCE	0	0	0
4,807,528	2,353,906	1,436,500	TOTAL ENDING BALANCE	1,012,425	1,012,425	1,012,425
5,910,221	5,051,785	3,125,100	TOTAL EXPENDITURES	2,582,300	2,582,300	2,582,300

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 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 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 2020-21

- Completed construction of the Fillmore Avenue outfall project.
- 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.
- Provided funding for purchase of a used vac truck from the City of Eugene.

RESERVE FUNDS – STORM DRAIN RESERVE



Used Vector Truck purchased from the City of Eugene



Removal of two large Redwood trees at G and Chestnut Streets that were damaging the storm drainage system

City of Cottage Grove Fiscal Year 2022-23 Budget

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

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	2022-23 PROPOSED	2022-23 APPROVED	2022-23 ADOPTED
REVENUE						
2,008,639	1,936,174	577,857	41010 CARRYOVER	1,900,000	1,900,000	1,815,000
611,690	612,762	600,000	45051 STORM DRAIN SURCHARGE	600,000	600,000	600,000
41,882	12,605	14,000	53200 INTEREST INCOME	6,000	6,000	6,000
80,000	83,985	112,125	55010 TRANSFER FROM STORM DRAIN FUND	0	0	0
0	0	0	54420 IND. PARK INTERFUND LOAN REPAY	0	0	85,000
0	0	1,272,143	55422 STREET INTERFUND LOAN REPAY	0	0	0
2,742,211	2,645,526	2,576,125	TOTAL REVENUE	2,506,000	2,506,000	2,506,000
EXPENDITURES						
MATERIALS & SERVICES						
13,838	8,501	250,000	71000 CONTRACTUAL SERVICES	150,000	150,000	150,000
30	14,580	55,965	79900 ADMINISTRATIVE FEE	69,710	69,710	69,710
23,356	0	20,000	79910 ENGINEERING SERVICES	0	0	0
37,224	23,081	325,965	TOTAL MATERIALS & SERVICES	219,710	219,710	219,710
CAPITAL OUTLAY						
558,305	845,786	1,941,160	83000 BUILDINGS & IMPROVEMENTS	2,046,455	2,046,455	2,046,455
13,150	0	20,000	84000 MOTOR VEHICLES	10,000	10,000	10,000
90,839	2,500	100,000	84010 WORK EQUIPMENT	40,000	40,000	40,000
662,294	848,286	2,061,160	TOTAL CAPITAL OUTLAY	2,096,455	2,096,455	2,096,455
106,518	101,052	90,565	90217 TRANSFER TO DEBT SERVICE	91,335	91,335	91,335
0	0	98,435	99000 CONTINGENCY	98,500	98,500	98,500
1,936,175	1,673,108	0	99020 ENDING BALANCE	0	0	0
1,936,175	1,673,108	98,435	TOTAL ENDING BALANCE	98,500	98,500	98,500
2,742,211	2,645,526	2,576,125	TOTAL EXPENDITURES	2,506,000	2,506,000	2,506,000



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.

PRIMARY ACCOMPLISHMENTS – FISCAL YEAR 2021-22

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

City of Cottage Grove Fiscal Year 2022-23 Budget

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

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 BUDGET	DESCRIPTION	2022-23 PROPOSED	2022-23 APPROVED	2022-23 ADOPTED
REVENUE						
20,105	28,539	78,750	41010 CARRYOVER	104,000	104,000	104,000
334	305	250	53200 INTEREST INCOME	300	300	300
20,000	50,000	25,000	55007 TRNSFR FROM BLDG INSPEC PROG FUND	50,000	50,000	50,000
40,439	78,844	104,000	TOTAL REVENUE	154,300	154,300	154,300
CAPITAL OUTLAY						
11,900	0	51,500	84000 MOTOR VEHICLES	76,650	76,650	76,650
0	0	51,500	84010 WORK EQUIPMENT	76,650	76,650	76,650
11,900	0	103,000	TOTAL CAPITAL OUTLAY	153,300	153,300	153,300
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
28,539	78,844	0	99020 ENDING BALANCE	0	0	0
28,539	78,844	0	TOTAL ENDING BALANCE	0	0	0
40,439	78,844	103,000	TOTAL EXPENDITURES	154,300	154,300	154,300