

CITY OF COTTAGE GROVE

RESERVE FUNDS BUDGET SUMMARY

FUND/DEPARTMENT	FY2009-10 ACTUAL	FY2010-11 ACTUAL	FY2011-12 ACTUAL	FY2012-13 BUDGET	FY2013-14 ADOPTED
General Reserve Fund	143,993	138,880	308,611	261,335	268,460
Water Reserve Fund	1,889,006	1,931,721	1,959,159	2,003,245	2,109,460
Wastewater Reserve Fund	1,076,033	1,049,303	1,428,537	1,759,035	1,306,410
Storm Drain Reserve Fund	875,654	845,895	805,136	2,064,425	1,356,990
Total Reserve Funds	3,984,686	3,965,799	4,501,443	6,088,040	5,041,320



FUND: GENERAL RESERVE

FUND/DEPARTMENT #: 31-00

DEPARTMENT: N/A

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

- Provide share of annual debt retirement for public works shop facilities.
- Provide funds for carpet removal and finish concrete floor at City Hall.
- Fund replacement of toilets in upstairs restroom at City Hall.
- Fund computer software and hardware purchases.
- Fund replacement of HVAC Heat Pump at City Hall.
- Provide funds for a structural analysis of the Museum.
- Fund modifications to the heating and HVAC systems at the Vealy House.
- Provide funds for construction of a evidence storage facility in the Police Department impound yard.
- Purchase a new mower for the Parks Department.
- Replace outer entry door at the Community Center.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2012-13

- Continued to provide share of annual debt retirement for public works shop facilities.
- Replaced the front doors with automatic doors which increase the accessibility of City Hall. Hall.
- Replaced roof at the Vealy House.
- Painted the Community Center.
- Purchased new financial accounting software.
- Funded improvements at the Armory.

City of Cottage Grove
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31-00 GENERAL RESERVE FUND

2010-11 ACTUAL	2011-12 ACTUAL	2012-13 BUDGET	DESCRIPTION	2013-14		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
8,861	58,285	76,310	41010 CARRYOVER	83,250	83,250	83,250
19	326	25	53200 INTEREST INCOME	210	210	210
0	0	0	54060 MISCELLANEOUS REVENUE	0	0	0
0	0	0	54400 LOAN PROCEEDS	0	0	0
130,000	250,000	185,000	55001 TRANSFER FROM GENERAL FUND	185,000	185,000	185,000
138,880	308,611	261,335	TOTAL REVENUE	268,460	268,460	268,460
EXPENDITURES						
MATERIALS AND SERVICES						
3,700	4,340	15,000	71000 CONTRACTURAL SERVICES	15,000	15,000	15,000
0	0	100,000	72000 COMPUTER PROGRAMS/TRNG	54,500	54,500	54,500
3,700	4,340	115,000	TOTAL MATERIALS AND SERVICES	69,500	69,500	69,500
CAPITAL OUTLAY						
49,979	148,444	111,750	83000 BUILDINGS & IMPROVEMENTS	157,800	157,800	157,800
0	0	0	84000 MOTOR VEHICLE	20,000	20,000	20,000
0	0	7,665	84030 COMPUTER EQUIPMENT	7,700	7,700	7,700
49,979	148,444	119,415	TOTAL CAPITAL OUTLAY	185,500	185,500	185,500
DEBT SERVICE						
0	0	0	90110 LOAN PRINCIPAL - CITY SHOP	13,180	13,180	13,180
0	0	0	90111 LOAN INTEREST - CITY SHOP	280	280	280
			TOTAL DEBT SERVICE	13,460	13,460	13,460
26,916	26,916	26,920	90217 TRANSFER TO DEBT SERVICE	0	0	0
0	0	0	99000 CONTINGENCY	0	0	0
58,285	128,912	0	99020 ENDING BALANCE	0	0	0
138,880	308,611	261,335	TOTAL EXPENDITURES	268,460	268,460	268,460

FUND: WATER RESERVE

FUND/DEPARTMENT #: 32-00

DEPARTMENT: N/A

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 upgrades to the Water Treatment Plant and City Shop.
- Fund waterline replacement projects on Lane Street and South 3rd Street.
- Provide funding for the replacement of Taylor Avenue Pump Station and backup power supply at all three booster pump stations.
- Provide funding to hire a consultant to develop a Water Master Plan.
- Continue to work on the transfer of water rights to the Row River Water Treatment Plant.
- Continue to perform coagulant study of the water system.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2012-13

- Fund waterline replacement projects on Washington Avenue, Highway 99 and South 10th Street.
- Completed major maintenance repairs to the Knox Hill finished water storage reservoirs.
- Continued funding of transfer of water rights to the Row Water Treatment Plant.
- Provided funding for the annual debt payment for the loan to complete the City shop improvements as well as construction projects.
- Provided funding to replace the final 1.6 miles of old 14" waterline, from Bryson-Sears Road to Dorena Mobile Home Park, with a 6" plastic line.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2012-13

- Raise the water improvement portion of the water rates 9.2% as outline in the adopted 5 year fiscal plan to fund the debt payments.

City of Cottage Grove
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32-00 WATER RESERVE FUND

2010-11 ACTUAL	2011-12 ACTUAL	2012-13 BUDGET	DESCRIPTION	2013-14		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
732,443	715,527	304,955	41010 CARRYOVER	815,375	815,375	815,375
1,143,282	1,137,654	1,121,590	45011 WATER SURCHARGE	1,280,385	1,280,385	1,280,385
3,023	2,731	1,500	53200 INTEREST INCOME	1,500	1,500	1,500
2,973	3,248	200	54060 MISCELLANEOUS REVENUE	200	200	200
0	0	500,000	54400 BOND SALE/LOAN PROCEEDS	0	0	0
50,000	100,000	75,000	55002 TRANSFER FROM WATER FUND	12,000	12,000	12,000
1,931,721	1,959,159	2,003,245	TOTAL REVENUE	2,109,460	2,109,460	2,109,460
EXPENDITURES						
MATERIALS & SERVICES						
0	0	365	70100 AUDIT EXPENSES	375	375	375
11,757	25,918	269,800	71000 CONTRACTUAL SERVICES	227,335	227,335	227,335
68,775	17,487	12,960	79900 ADMINISTRATIVE FEE	38,490	38,490	38,490
5,621	34,486	84,610	79910 ENGINEERING SERVICE FEES	112,060	112,060	112,060
86,153	77,891	367,735	TOTAL MATERIALS & SERVICES	378,260	378,260	378,260
CAPITAL OUTLAY						
64,415	308,651	656,500	83000 BUILDINGS & IMPROVEMENTS	762,400	762,400	762,400
7,180	0	0	84000 MOTOR VEHICLES	1,000	1,000	1,000
3,482	41,063	40,800	84010 WORK EQUIPMENT	24,050	24,050	24,050
720	0	0	84030 COMPUTER EQUIPMENT	0	0	0
75,797	349,714	697,300	TOTAL CAPITAL OUTLAY	787,450	787,450	787,450
DEBT SERVICE						
0	0	0	90110 LOAN PRINCIPAL - CITY SHOP	13,180	13,180	13,180
0	0	0	90111 LOAN INTEREST - CITY SHOP	280	280	280
0	0	0	90110 LOAN PRINCIPAL - SURCHARGE	52,655	52,655	52,655
0	0	0	90111 LOAN INTEREST - SURCHARGE	56,160	56,160	56,160
0	0	0	90110 LOAN PRINCIPAL - VACTOR	2,120	2,120	2,120
0	0	0	90111 LOAN INTEREST - VACTOR	65	65	65
0	0	0	90111 LOAN INTEREST - LOCAP -WTP	255,000	255,000	255,000
0	0	0	90110 LOAN PRINCIPAL - LOCAP - WTP	195,820	195,820	195,820
0	0	0	90111 LOAN INTEREST - WTP	72,330	72,330	72,330
0	0	0	90110 LOAN PRINCIPAL - WTP	108,400	108,400	108,400
0	0	0	90110 LOAN PRINCIPAL - PROJECT	25,000	25,000	25,000
0	0	0	90111 LOAN INTEREST - PROJECT	25,685	25,685	25,685
0	0	0	TOTAL DEBT SERVICE	806,695	806,695	806,695
1,054,244	784,557	838,375	90117 TRANSFER TO DEBT SERVICE	0	0	0
0	0	99,835	99000 CONTINGENCY	137,055	137,055	137,055
715,527	746,997	0	99020 ENDING BALANCE	0	0	0
715,527	746,997	99,835	TOTAL ENDING BALANCE	137,055	137,055	137,055
1,931,721	1,959,159	2,003,245	TOTAL EXPENDITURES	2,109,460	2,109,460	2,109,460

FUND: WASTEWATER RESERVE

FUND/DEPARTMENT #: 35-00

DEPARTMENT: N/A

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

- Continue to provide a portion of the lease/purchase payment on the Vactor truck.
- Provide the funding to pay debt service for the upgrades to the Wastewater Treatment Plant and City Shop.
- Continue to provide the lease/purchase payment for the recently acquired greens roller, fairway mower and greens mower.
- Purchase a rough mower for the Golf Course.
- Upgrade two pump stations at Middlefield Estates.
- Provide funding for replacement projects on South 3rd Street, South 1th Street and alley off Villard Avenue.
- Hire consultant to perform a mixing zone study, which is a part of the NPDES discharge permit renewal.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2012-13

- Continued to provide the funding to pay debt service for the upgrades to the wastewater treatment plant.
- Funded the wastewater share of the annual debt payment for the loan to complete the City shop improvements as well as its share of the debt payment on the backhoe.
- Provided a portion of monies to complete various shop improvements and building improvements at the golf course.
- Provided funding for sanitary sewer line replacement projects on Highway 99, Jefferson Avenue and South 8th Street and in two alleys.

**City of Cottage Grove
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35-00 WASTEWATER RESERVE

2010-11 ACTUAL	2011-12 ACTUAL	2012-13 BUDGET	DESCRIPTION	2013-14		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
171,609	225,633	276,445	41010 CARRYOVER	478,615	478,615	478,615
818,183	818,360	832,240	45043 WW SYS IMPR SURCHARGE	827,445	827,445	827,445
34,280	328,684	0	51130 STATE & LOCAL GRANTS	0	0	0
144	526	250	53200 INTEREST INCOME	250	250	250
25,087	450	100	54060 MISCELLANEOUS REVENUE	100	100	100
0	54,885	650,000	54400 LOAN PROCEEDS	0	0	0
1,049,303	1,428,537	1,759,035	TOTAL REVENUE	1,306,410	1,306,410	1,306,410
EXPENDITURES						
MATERIALS & SERVICES						
0	0	3,300	70100 AUDIT EXPENSE	3,300	3,300	3,300
28,454	31,800	5,000	71000 CONTRACTUAL SERVICES	140,000	140,000	140,000
0	12,928	0	79900 ADMINISTRATIVE FEE	41,705	41,705	41,705
0	0	81,440	79910 ENGINEERING SERVICE FEES	49,000	49,000	49,000
28,454	44,728	89,740	TOTAL MATERIALS & SERVICES	234,005	234,005	234,005
CAPITAL OUTLAY						
56,921	341,528	509,000	83000 BUILDINGS & IMPROVEMENTS	315,000	315,000	315,000
0	77,101	12,500	84010 WORK EQUIPMENT	13,750	13,750	13,750
56,921	418,629	521,500	TOTAL CAPITAL OUTLAY	328,750	328,750	328,750
DEBT SERVICE						
0	0	0	90110 LOAN PRINCIPAL - CITY SHOP	13,180	13,180	13,180
0	0	0	90111 LOAN INTEREST - CITY SHOP	280	280	280
0	0	0	90110 LOAN PRINCIPAL - WWTP	425,000	425,000	425,000
0	0	0	90111 LOAN INTEREST - WWTP	232,320	232,320	232,320
0	0	0	90110 LOAN PRINCIPAL - VACTOR	25,440	25,440	25,440
0	0	0	90111 LOAN INTEREST - VACTOR	770	770	770
0	0	0	90110 LOAN PRINCIPAL - ROLLER	2,240	2,240	2,240
0	0	0	90111 LOAN INTEREST - ROLLER	70	70	70
0	0	0	90110 LOAN PRINCIPAL - PROJECT	20,000	20,000	20,000
0	0	0	90111 LOAN INTEREST - PROJECT	19,840	19,840	19,840
0	0	0	TOTAL DEBT SERVICE	739,140	739,140	739,140
738,296	747,167	822,155	90217 TRANSFER TO DEBT SERVICE	0	0	0
0	0	4,245	99000 CONTINGENCY	4,515	4,515	4,515
0	0	321,395	99012 RESERVE FOR FUTURE EXP.	0	0	0
225,633	218,013	0	99020 ENDING BALANCE	0	0	0
225,633	218,013	325,640	TOTAL ENDING BALANCE	4,515	4,515	4,515
1,049,303	1,428,537	1,759,035	TOTAL EXPENDITURES	1,306,410	1,306,410	1,306,410

FUND: STORM DRAIN RESERVE

FUND/DEPARTMENT #: 36-00

DEPARTMENT: N/A

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-24(South 3rd from Quincy to Monroe) and CG-EX-3 (South 7th Street from Quincy to Harrison) projects from the Storm Water Master Plan.
- Continue to provide a portion of the lease/purchase payment on the Vector truck.
- Provide funding for debt payment for City Shop improvements and construction projects.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2012-13

- Constructed storm drain improvements on North "J" Street from Chestnut north to end.
- Constructed CG-EX-05(South 10th from Quincy to Main) project from the Storm Water Master Plan.
- Constructed storm drainage improvements on South 12th Street.
- The department provided funding for the storm drainage share of the annual debt payment for the loan to complete the City shop improvements.
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SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2012-13

- Follow adopted 5 year utility rate plan and increase storm drain improvement portion of the storm drainage fee from \$3.45 per equivalent service unit (ESU) to \$4.24 per ESU.

City of Cottage Grove
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36-00 STORM DRAIN RESERVE

2010-11 ACTUAL	2011-12 ACTUAL	2012-13 BUDGET	DESCRIPTION	2013-14		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
681,581	628,655	390,530	41010 CARRYOVER	1,024,550	1,024,550	1,024,550
160,792	173,249	271,795	45051 STORM DRAIN SURCHARGE	330,390	330,390	330,390
3,512	2,917	2,000	53200 INTEREST INCOME	2,000	2,000	2,000
9	315	100	54060 MISCELLANEOUS REVENUE	50	50	50
0	0	1,400,000	54400 LOAN PROCEEDS	0	0	0
845,895	805,136	2,064,425	TOTAL REVENUE	1,356,990	1,356,990	1,356,990
EXPENDITURES						
MATERIALS & SERVICES						
11,336	1,281	83,000	71000 CONTRACTUAL SERVICES	75,000	75,000	75,000
13,025	10,978	12,445	79900 ADMINISTRATIVE FEE	10,600	10,600	10,600
8,051	38,700	206,405	79910 ENGINEERING SERVICES	105,200	105,200	105,200
32,412	50,959	301,849	TOTAL MATERIALS & SERVICES	190,800	190,800	190,800
CAPITAL OUTLAY						
100,779	61,009	1,282,500	83000 BUILDINGS & IMPROVEMENTS	650,300	650,300	650,300
0	0	50,000	83040 INFRASTRUCTURE REPLACEMENT	50,000	50,000	50,000
7,681	0	1,000	84000 MOTOR VEHICLES	1,000	1,000	1,000
14,639	5,776	12,700	84010 WORK EQUIPMENT	6,950	6,950	6,950
123,099	66,785	1,346,200	TOTAL CAPITAL OUTLAY	708,250	708,250	708,250
DEBIT SERVICE						
0	0	0	90110 LOAN PRINCIPAL - CITY SHOP	13,180	13,180	13,180
0	0	0	90111 LOAN INTEREST - CITY SHOP	280	280	280
0	0	0	90110 LOAN PRINCIPAL - VACTOR	26,500	26,500	26,500
0	0	0	90111 LOAN INTEREST - VACTOR	800	800	800
0	0	0	90110 LOAN PRINCIPAL - PROJECT	45,000	45,000	45,000
0	0	0	90111 LOAN INTEREST - PROJECT	45,160	45,160	45,160
			TOTAL DEBIT SERVICE	130,920	130,920	130,920
61,728	63,666	224,565	90217 TRANSFER TO DEBT	0	0	0
0	0	191,810	99000 CONTINGENCY	327,020	327,020	327,020
0	0	0	99012 RESERVE FOR FUTURE EXP.	0	0	0
628,655	623,726	0	99020 ENDING BALANCE	0	0	0
628,655	623,726	191,810	TOTAL ENDING BALANCE	327,020	327,020	327,020
845,895	805,136	2,064,425	TOTAL EXPENDITURES	1,356,990	1,356,990	1,356,990