

**CITY OF COTTAGE GROVE**

**RESERVE FUNDS BUDGET SUMMARY**

<b>FUND/DEPARTMENT</b>	<b>FY2006-07 ACTUAL</b>	<b>FY2007-08 ACTUAL</b>	<b>FY2008-09 ACTUAL</b>	<b>FY2009-10 BUDGET</b>	<b>FY2010-11 ADOPTED</b>
General Reserve Fund	301,877	993,782	698,346	467,790	156,920
Water Reserve Fund	280,914	8,541,619	2,977,804	1,739,035	1,485,345
Wastewater Reserve Fund	1,875,805	1,197,030	1,041,311	1,060,820	1,023,765
Storm Drain Reserve Fund	753,561	794,713	785,115	885,065	850,295
<b>Total Reserve Funds</b>	<b>3,212,157</b>	<b>11,527,144</b>	<b>5,502,576</b>	<b>4,152,710</b>	<b>3,516,325</b>



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**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 to paint Centennial Bridge near City Hall.
- Provide funds for the necessary repairs for the Community Center.
- Fund replacement of toilets in upstairs restroom at City Hall.
- Fund a portion of installing generators at City Hall and City Shop.
- Fund small miscellaneous projects at the City Shop, Community Center and golf course.

### **MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2009-10**

- Continued to provide share of annual debt retirement for public works shop facilities.
- Purchased additional property adjacent to Coiner Park.
- Removed residence from property purchased adjacent to Coiner Park.
- Provided funds for construction of Broadband Project.
- Provided funds for the partition survey of Fire Station and adjoining City property.
- Remodeled and expanded the City jail making it a twelve bed facility.

### **SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2009-10**

- No budget changes are proposed in this fund.

**City of Cottage Grove  
Fiscal Year 2010-11 Budget**

**31-00 GENERAL RESERVE FUND**

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	DESCRIPTION	2010-11		
				PROPOSED	APPROVED	ADOPTED
<b>REVENUE</b>						
168,541	580,084	358,000	41010 CARRYOVER	26,805	26,805	26,805
6,121	11,047	1,790	53200 INTEREST INCOME	115	115	115
60	0	0	54060 MISCELLANEOUS REVENUE	0	0	0
819,060	107,215	108,000	55001 TRANSFER FROM GENERAL FUND	130,000	130,000	130,000
<b>993,782</b>	<b>698,346</b>	<b>467,790</b>	<b>TOTAL REVENUE</b>	<b>156,920</b>	<b>156,920</b>	<b>156,920</b>
<b>EXPENDITURES</b>						
MATERIALS AND SERVICES						
0	200	4,500	71000 CONTRACTURAL SERVICES	4,500	4,500	4,500
0	0	3,500	72100 OFFICE EQUIPMENT	0	0	0
0	200	8,000	TOTAL MATERIALS AND SERVICES	4,500	4,500	4,500
CAPITAL OUTLAY						
295,794	315,495	319,155	83000 BUILDINGS & IMPROVEMENTS	125,500	125,500	125,500
4,219	0	2,000	84000 MOTOR VEHICLE	0	0	0
16,817	6,850	13,500	84030 COMPUTER EQUIPMENT	0	0	0
69,952	314,409	83,215	84080 WIRELESS EQUIPMENT	0	0	0
386,782	636,754	417,870	TOTAL CAPITAL OUTLAY	125,500	125,500	125,500
26,916	26,916	26,920	90217 TRANSFER TO DEBT SERVICE	26,920	26,920	26,920
0	0	15,000	99000 CONTINGENCY	0	0	0
0	0	0	99012 RESERVE FOR FUTURE EXP.	0	0	0
580,084	34,476	0	99020 ENDING BALANCE	0	0	0
<b>993,782</b>	<b>698,346</b>	<b>467,790</b>	<b>TOTAL EXPENDITURES</b>	<b>156,920</b>	<b>156,920</b>	<b>156,920</b>

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**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.
- Continue to provide a portion of the lease/purchase payment on a backhoe that was acquired in 2007 and City Shop improvements.
- Provide water fund portion to purchase a public works vehicle.
- Provide the funding to pay debt service for the upgrades to the Water Treatment Plant.
- Fund replacement projects on North 11<sup>th</sup> St., Madison Ave., and Washington Ave.
- Finalize the transfer of water rights to the Row River Water Treatment Plant.

## **MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2009-10**

- Completed remaining punch list items for construction upgrade of the Row River Water Treatment Plant (WTP) and the surface water intake at the Row River WTP, including the equipment storage building.
- Designed and constructed the replacement of a 6-inch water main in Highway 99 from Grover Avenue to Chadwick Avenue.
- Provided funding to water share of reroofing the City Shop.
- Removed Prather Creek Dam, 700' of water transmission line, and reclaimed 300' of access road. Replanted the site with native trees, shrubs, and grass seed per US Forest Service specifications.
- Removed Rujada Dam and reclaimed the site per US Forest Service specifications.
- Submitted final reports and closed-out in-water work permits for the Oregon Department of State Lands, the US Army Corps of Engineers, and the Oregon Watershed Enhancement Board.
- Provided a water allotment to provide a portion of the lease/purchase payment for the recently acquired Vactor truck.
- Layng Creek Water Transmission line and associated rip rap removed from the Row River.

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- Continued funding of transfer of water right to the Row Water Treatment Plant.
  - The department provided funding for 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.
  - Purchased various pieces of work equipment for the Public Works Crew at the water treatment plant and City Shop.
  - Provided materials to replace a water line on North 20<sup>th</sup> Street.
  - Provided a portion of monies to complete various shop improvements.
  - Provided a portion of the funds for the purchase of a vehicle for Public Works Department.

### **SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2009-10**

- An increase in water surcharge fees is needed to compensate for the debt payments.
- During FY 2010-11 the City will make the last payment on the original Row River Water Treatment Plant loan. This loan was secured from the Oregon Economic and Community Development Department in February, 1991 and had an original principal amount of \$2,796,282.00.



Removed Prather Creek Dam, 700' of water transmission line, and reclaimed 300' of access road in September 2009.

Clean-up and removal of materials from Prather Creek Dam site. Replanted the site with native trees, shrubs, and grass seed per US Forest Service specifications.



**City of Cottage Grove  
Fiscal Year 2010-11 Budget**

**32-00 WATER RESERVE FUND**

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	DESCRIPTION	2010-11		
				PROPOSED	APPROVED	ADOPTED
<b>REVENUE</b>						
(383,379)	883,440	662,635	41010 CARRYOVER	375,690	375,690	375,690
989,423	1,012,061	1,042,400	45011 WATER SURCHARGE	1,054,655	1,054,655	1,054,655
6,166,261	0	0	51015 STATE REVOLVING LOAN FUND	0	0	0
27,084	14,603	9,000	53200 INTEREST INCOME	5,000	5,000	5,000
67,413	123	0	54060 MISCELLANEOUS REVENUE	0	0	0
1,374,817	1,067,577	10,000	54400 BOND SALE/LOAN PROCEEDS	0	0	0
0	0	15,000	55002 TRANSFER FROM WATER FUND	50,000	50,000	50,000
300,000	0	0	55030 TRANSFER FROM WATER SDC FUND	0	0	0
<b>8,541,619</b>	<b>2,977,804</b>	<b>1,739,035</b>	<b>TOTAL REVENUE</b>	<b>1,485,345</b>	<b>1,485,345</b>	<b>1,485,345</b>
<b>EXPENDITURES</b>						
MATERIALS & SERVICES						
30,431	45,339	67,730	71000 CONTRACTUAL SERVICES	81,000	81,000	81,000
33,585	69,820	73,560	79900 ADMINISTRATIVE FEE	68,775	68,775	68,775
17,338	22,500	53,760	79910 ENGINEERING SERVICE FEES	17,100	17,100	17,100
1,250,747	0	0	79940 SURCHARGE REBATE/LUMP SUM PMT	0	0	0
1,332,101	137,659	195,050	TOTAL MATERIALS & SERVICES	166,875	166,875	166,875
CAPITAL OUTLAY						
5,862,817	1,530,656	352,715	83000 BUILDINGS & IMPROVEMENTS	128,400	128,400	128,400
61,646	33,537	0	83040 INFRASTRUCTURE REPLACEMENT	0	0	0
11,922	5,708	13,600	84000 MOTOR VEHICLES	7,000	7,000	7,000
35,123	22,565	9,600	84010 WORK EQUIPMENT	5,850	5,850	5,850
1,026	0	0	84030 COMPUTER EQUIPMENT	0	0	0
5,972,534	1,592,466	375,915	TOTAL CAPITAL OUTLAY	141,250	141,250	141,250
353,544	409,346	1,152,440	90217 TRANSFER TO DEBT SERVICE	1,054,250	1,054,250	1,054,250
0	0	15,630	99000 CONTINGENCY	122,970	122,970	122,970
883,440	838,333	0	99020 ENDING BALANCE	122,970	122,970	122,970
883,440	838,333	15,630	TOTAL ENDING BALANCE	122,970	122,970	122,970
<b>8,541,619</b>	<b>2,977,804</b>	<b>1,739,035</b>	<b>TOTAL EXPENDITURES</b>	<b>1,485,345</b>	<b>1,485,345</b>	<b>1,485,345</b>



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**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 a backhoe that was acquired in 2007 and City Shop improvements.
- Continue to provide wastewater allotment to provide a portion of the lease/purchase payment for the recently acquired Vactor truck.
- Provide the funding to pay debt service for the upgrades to the Wastewater Treatment Plant.
- Continue to provide the lease/purchase payment for the recently acquired greens roller.
- Reserve funds to comply with loan documents on the Waste Water Treatment Plant improvements
- Pay necessary fees and fines to operate the treatment plant.

### **MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2009-10**

- Continued to provide the funding to pay debt service for the upgrades to the wastewater treatment plant.
- Provided funding to wastewater share of reroofing the City Shop.
- The department provided funding for 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.
- Purchased various pieces of work equipment for the Public Works Crew at the Golf Course, Treatment Plant and City Shop.
- Provided a portion of monies to complete various shop improvements and building improvements at the golf course.

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## **SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2009-10**

- An increase in wastewater surcharge fees is needed to cover the debt payments and the establishment of the required reserve amount. Pursuant to the Wastewater Treatment Plant loan agreement, \$321,394 must be held in reserve for future payments. Once the reserve amount is reached, the surcharge to establish the loan reserve amount will be removed.

**City of Cottage Grove  
Fiscal Year 2010-11 Budget**

**35-00 WASTEWATER RESERVE**

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	DESCRIPTION	2010-11		
				PROPOSED	APPROVED	ADOPTED
<b>REVENUE</b>						
175,509	382,306	9,680	41010 CARRYOVER	172,480	172,480	172,480
650,130	655,892	796,640	45043 WW SYS IMPR SURCHARGE	801,135	801,135	801,135
7,660	2,839	2,000	53200 INTEREST INCOME	50	50	50
17,526	275	0	54060 MISCELLANEOUS REVENUE	100	100	100
24,816	0	132,500	54400 LOAN PROCEEDS	0	0	0
321,389	0	0	55023 TRANS. FROM WASTEWATER FUND	50,000	50,000	50,000
0	0	120,000	55030 TRANSFER FROM WASTEWATER SDC FUND	0	0	0
<b>1,197,030</b>	<b>1,041,311</b>	<b>1,060,820</b>	<b>TOTAL REVENUE</b>	<b>1,023,765</b>	<b>1,023,765</b>	<b>1,023,765</b>
<b>EXPENDITURES</b>						
MATERIALS & SERVICES						
1,605	16,160	28,490	71000 CONTRACTUAL SERVICES	18,500	18,500	18,500
70,809	56,505	8,115	79900 ADMINISTRATIVE FEE	0	0	0
72,414	72,665	36,605	TOTAL MATERIALS & SERVICES	18,500	18,500	18,500
CAPITAL OUTLAY						
8,057	214,670	8,000	83000 BUILDINGS & IMPROVEMENTS	0	0	0
3,443	0	0	83040 INFRASTRUCTURE REPLACEMENT	0	0	0
4,355	5,708	123,600	84000 MOTOR VEHICLES	0	0	0
12,527	6,452	31,900	84010 WORK EQUIPMENT	0	0	0
87	0	0	84030 COMPUTER EQUIPMENT	0	0	0
28,469	226,829	163,500	TOTAL CAPITAL OUTLAY	0	0	0
713,841	713,476	726,785	90217 TRANSFER TO DEBT SERVICE	738,300	738,300	738,300
0	0	0	99000 CONTINGENCY	70,545	70,545	70,545
0	0	133,930	99012 RESERVE FOR FUTURE EXP.	196,420	196,420	196,420
382,306	28,341	0	99020 ENDING BALANCE			
382,306	28,341	133,930	TOTAL ENDING BALANCE	266,965	266,965	266,965
<b>1,197,030</b>	<b>1,041,311</b>	<b>1,060,820</b>	<b>TOTAL EXPENDITURES</b>	<b>1,023,765</b>	<b>1,023,765</b>	<b>1,023,765</b>



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**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.
- Perform design engineering and associated construction improvements on "J" Street from Chestnut north to end.
- Complete engineering design and construction of miscellaneous sections of the storm drainage system.
- Design and construct CG-EX-01(Quincy from 7<sup>th</sup> to 10<sup>th</sup>) project from the Storm Water Master Plan.
- Continue to provide a portion of the lease/purchase payment on a street sweeper and backhoe that was acquired in 2007 and City Shop Improvements.
- Continue to provide storm drainage allotment to provide a portion of the lease/purchase payment on the recently acquired Vactor truck.
- Provide storm drainage allotment to purchase a public works vehicle.
- Provide a portion of the funding necessary for a variety of shop improvements.

**MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2009-10**

- The department provided funding for the storm drainage 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 street sweeper and backhoe.
- Provided funding to storm drainage share of reroofing the City Shop.
- Purchased various pieces of work equipment for the Public Works Department.
- Provided a portion of monies to complete various shop improvements.
- Provided a portion of the funds for the purchase of a vehicle for Public Works Department.

**SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2009-10**

- No significant changes are anticipated.

**City of Cottage Grove  
Fiscal Year 2010-11 Budget**

**36-00 STORM DRAIN RESERVE**

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	DESCRIPTION	2010-11		
				PROPOSED	APPROVED	ADOPTED
<b>REVENUE</b>						
599,180	650,247	590,125	41010 CARRYOVER	684,930	684,930	684,930
123,183	123,024	163,140	45051 STORM DRAIN SURCHARGE	161,865	161,865	161,865
26,840	11,844	6,800	53200 INTEREST INCOME	3,500	3,500	3,500
3,456	0	0	54060 MISCELLANEOUS REVENUE	0	0	0
42,054	0	125,000	54400 LOAN PROCEEDS	0	0	0
<b>794,713</b>	<b>785,115</b>	<b>885,065</b>	<b>TOTAL REVENUE</b>	<b>850,295</b>	<b>850,295</b>	<b>850,295</b>
<b>EXPENDITURES</b>						
MATERIALS & SERVICES						
0	308	3,000	71000 CONTRACTUAL SERVICES	14,000	14,000	14,000
0	8,045	6,315	79900 ADMINISTRATIVE FEE	13,025	13,025	13,025
5,789	19,409	1,715	79910 ENGINEERING SERVICES	37,075	37,075	37,075
5,789	27,762	11,030	TOTAL MATERIALS & SERVICES	64,100	64,100	64,100
CAPITAL OUTLAY						
37,478	125,792	36,115	83000 BUILDINGS & IMPROVEMENTS	231,700	231,700	231,700
4,910	0	50,000	83040 INFRASTRUCTURE REPLACEMENT	50,000	50,000	50,000
32,213	5,708	128,600	84000 MOTOR VEHICLES	8,500	8,500	8,500
31,038	3,496	16,800	84010 WORK EQUIPMENT	49,700	49,700	49,700
105,639	134,996	231,515	TOTAL CAPITAL OUTLAY	339,900	339,900	339,900
33,038	36,371	50,655	90217 TRANSFER TO DEBT SERVICE	63,670	63,670	63,670
0	0	591,865	99000 CONTINGENCY	382,625	382,625	382,625
0	0	0	99012 RESERVE FOR FUTURE EXP.			
650,247	585,986	0	99020 ENDING BALANCE			
650,247	585,986	591,865	TOTAL ENDING BALANCE	382,625	382,625	382,625
<b>794,713</b>	<b>785,115</b>	<b>885,065</b>	<b>TOTAL EXPENDITURES</b>	<b>850,295</b>	<b>850,295</b>	<b>850,295</b>