
CITY OF COTTAGE GROVE

RESERVE FUNDS BUDGET SUMMARY

FUND/DEPARTMENT	FY2005-06 ACTUAL	FY2006-07 ACTUAL	FY2007-08 ACTUAL	FY2008-09 BUDGET	FY2009-10 ADOPTED
General Reserve Fund	261,347	301,877	993,782	681,820	467,790
Water Reserve Fund	1,579,706	280,914	8,541,619	3,124,792	1,739,035
Wastewater Reserve Fund	4,322,323	1,875,805	1,197,030	1,468,685	1,060,820
Storm Drain Reserve Fund	653,284	753,561	794,713	751,750	885,065
Total Reserve Funds	6,816,660	3,212,157	11,527,144	6,027,047	4,152,710



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.
- Purchase automated check processing equipment.
- Purchase computer equipment for the Engineering Department.
- Provide the remaining portion of the grant match for restoration of Chambers Railroad Bridge
- Provide funds to paint pedestrian bridge near City Hall.
- Provide funds for construction of Broadband Project.
- Purchase additional property adjacent to Coiner Park.
- Fund miscellaneous building improvements at City Hall.
- Fund miscellaneous improvements to Coiner Park.
- Fund park restoration project at East Regional Park.
- Purchase work tools for the Building Maintenance Department.
- Provide an allotment towards the purchase of a public works vehicle.
- Fund small miscellaneous projects at the City Shop, Community Center and golf course.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2008-09

- Continued to provide share of annual debt retirement for public works shop facilities.
- Finished Community Center/Library building facade project.
- Replaced postage meter.
- Replaced computer equipment for the Finance Department.
- Provided a portion of grant match for the restoration of Chambers Railroad Bridge
- Provided funds for construction of Broadband Project.
- Provided funds for the property survey at the Wastewater Treatment Plant and partition survey of Fire Station and adjoining City property.
- Provided funds for the purchase of fuel tanks at the City Shop.

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- Funded new roof at City Hall and roof repair at the Community Center.
 - Replaced windows at the Vealy House.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2008-09

- No budget changes are proposed in this fund.

**City of Cottage Grove
Fiscal Year 2009-10 Budget**

31-00 GENERAL RESERVE FUND

2006-07 ACTUAL	2007-08 ACTUAL	2008-09 BUDGET	DESCRIPTION	2009-10		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
188,069	168,541	569,605	41010 CARRYOVER	358,000	358,000	358,000
8,808	6,121	5,000	53200 INTEREST INCOME	1,790	1,790	1,790
0	60	0	54060 MISCELLANEOUS REVENUE	0	0	0
105,000	819,060	107,215	55001 TRANSFER FROM GENERAL FUND	108,000	108,000	108,000
301,877	993,782	681,820	TOTAL REVENUE	467,790	467,790	467,790
EXPENDITURES						
MATERIALS AND SERVICES						
0	0	0	71000 CONTRACTURAL SERVICES	4,500	4,500	4,500
0	0	2,400	72100 OFFICE EQUIPMENT	3,500	3,500	3,500
5,306	0	0	72000 COMPUTER PROGRAMS/TRNG	0	0	0
5,306	0	2,400	TOTAL MATERIALS AND SERVICES	8,000	8,000	8,000
CAPITAL OUTLAY						
78,770	295,794	315,500	83000 BUILDINGS & IMPROVEMENTS	319,155	319,155	319,155
10,475	4,219	0	84000 MOTOR VEHICLE	2,000	2,000	2,000
11,869	16,817	7,000	84030 COMPUTER EQUIPMENT	13,500	13,500	13,500
0	69,952	315,000	84080 WIRELESS EQUIPMENT	83,215	83,215	83,215
101,114	386,782	637,500	TOTAL CAPITAL OUTLAY	417,870	417,870	417,870
26,916	26,916	26,920	90217 TRANSFER TO DEBT SERVICE	26,920	26,920	26,920
0		15,000	99000 CONTINGENCY	15,000	15,000	15,000
0		0	99012 RESERVE FOR FUTURE EXP.	0	0	0
168,541	580,084	0	99020 ENDING BALANCE	0	0	0
301,877	993,782	681,820	TOTAL EXPENDITURES	467,790	467,790	467,790



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 allotment to purchase a vactor truck as well as provide a portion of the lease/purchase payment.
- Provide water allotment to purchase a public works vehicle.
- Provide the funding to pay debt service for the upgrades to the Water Treatment Plant.
- Remove Prather Creek Intake structure and pipeline and reclaim site and road
- Complete 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.
- Design and construct the replacement of a 6-inch water main in Highway 99 from Grover Avenue to Chadwick Avenue.
- Finalize the transfer of water rights to the Row River Water Treatment Plant.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2008-09

- Completed the construction phase of the Row River water treatment plant (WTP) and the subsurface intake at the Row River WTP. Water Treatment Plant and subsurface intake were operational in July, 2008. Currently completing punch list items.
- Removed Rujada Dam and reclaimed the site to US Forest Service specifications.
- Continued funding of transfer of water right to the Row Water Treatment Plant.
- Obtained the funding for surcharge rebates and assistance to replace the water supply for all water customers whose municipal water service was discontinued as a result of the City's abandonment of the Layng Creek WTP. Completed distribution to affected customers. The

affected customers are those located east of Schwartz Park.

- The department provided funding for the water 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 water treatment plant and City Shop.
- Provided materials to replace a portion of the water line on Tyler Avenue.
- 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.
- Cleaned the Knox Hill reservoirs and re-caulk the 2.0 MG reservoir.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2008-09

- No budget changes are proposed in this fund.

**City of Cottage Grove
Fiscal Year 2009-10 Budget**

32-00 WATER RESERVE FUND

2006-07 ACTUAL	2007-08 ACTUAL	2008-09 BUDGET	DESCRIPTION	2009-10		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
569,987	(383,379)	953,605	41010 CARRYOVER	662,635	662,635	662,635
688,639	989,423	1,064,610	45011 WATER SURCHARGE	1,042,400	1,042,400	1,042,400
1,515,345	6,166,261	0	51015 STATE REVOLVING LOAN FUND	0	0	0
25,076	27,084	9,000	53200 INTEREST INCOME	9,000	9,000	9,000
(3,157)	67,413	30,000	54060 MISCELLANEOUS REVENUE	0	0	0
0	1,374,817	1,067,577	54400 BOND SALE/LOAN PROCEEDS	10,000	10,000	10,000
35,024	0	0	55002 TRANSFER FROM WATER FUND	15,000	15,000	15,000
0	300,000	0	55030 TRANSFER FROM WATER SDC FUND	0	0	0
2,830,914	8,541,619	3,124,792	TOTAL REVENUE	1,739,035	1,739,035	1,739,035
EXPENDITURES						
MATERIALS & SERVICES						
3,708	30,431	47,200	71000 CONTRACTUAL SERVICES	67,730	67,730	67,730
25,111	33,585	69,820	79900 ADMINISTRATIVE FEE	73,560	73,560	73,560
95,112	17,338	22,800	79910 ENGINEERING SERVICE FEES	53,760	53,760	53,760
0	1,250,747	0	79940 SURCHARGE REBATE/LUMP SUM PMT	0	0	0
123,931	1,332,101	139,820	TOTAL MATERIALS & SERVICES	195,050	195,050	195,050
CAPITAL OUTLAY						
2,702,214	5,862,817	2,022,667	83000 BUILDINGS & IMPROVEMENTS	352,715	352,715	352,715
66,040	61,646	60,000	83040 INFRASTRUCTURE REPLACEMENT	0	0	0
21,666	11,922	1,500	84000 MOTOR VEHICLES	13,600	13,600	13,600
4,629	35,123	78,000	84010 WORK EQUIPMENT	9,600	9,600	9,600
860	1,026	3,000	84030 COMPUTER EQUIPMENT	0	0	0
2,795,409	5,972,534	2,165,167	TOTAL CAPITAL OUTLAY	375,915	375,915	375,915
294,953	353,544	781,195	90217 TRANSFER TO DEBT SERVICE	1,152,440	1,152,440	1,152,440
0	0	38,610	99000 CONTINGENCY	15,630	15,630	15,630
(383,379)	883,440	0	99020 ENDING BALANCE	0	0	0
(383,379)	883,440	38,610	TOTAL ENDING BALANCE	15,630	15,630	15,630
2,830,914	8,541,619	3,124,792	TOTAL EXPENDITURES	1,739,035	1,739,035	1,739,035



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 specified 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 funding for work equipment used by the City's Public Works crew, in the maintenance of the wastewater system, waste water treatment plant and golf course.
- Continue to provide a portion of the lease/purchase payment on a backhoe that was acquired in 2007 and City Shop improvements.
- Provide wastewater allotment to purchase a vactor truck as well as provide a portion of the lease/purchase payment.
- Provide wastewater allotment to purchase a public works vehicle.
- Provide the funding to pay debt service for the upgrades to the Wastewater Treatment Plant.
- Purchase a greens roller as well as provide the lease/purchase payment.
- Reserve funds to comply with loan documents on the Waste Water Treatment Plant improvements
- Provide a portion of the funding necessary for a variety of shop improvements.
- Obtain building and electrical permits for the installation of the solar array panels at the wastewater treatment plant.
- Pay necessary fees and fines to operate the treatment plant.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2008-09

- Continued to provide the funding to pay debt service for the upgrades to the wastewater treatment plant.
- Completed replacement construction of the sanitary sewer system on Adams Avenue between 5th and 7th Streets and on South 5th Street from Adams Avenue to the south side of Highway 99.
- 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.
- Provided a portion of the funds for the purchase of a vehicle for Public Works Department.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2008-09

- Receive a \$120,000 transfer from the Wastewater System Development Fund.
- Increase surcharge by \$1.25 to cover existing debt service obligation.
- Increase surcharge by another \$1.25 to establish the loan reserve as required by agreement.

**City of Cottage Grove
Fiscal Year 2009-10 Budget**

35-00 WASTEWATER RESERVE

2006-07 ACTUAL	2007-08 ACTUAL	2008-09 BUDGET	DESCRIPTION	2009-10		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
400,716	175,509	793,575	41010 CARRYOVER	9,680	9,680	9,680
579,195	650,130	666,110	45043 WW SYS IMPR SURCHARGE	796,640	796,640	796,640
887,718	0	0	51015 STATE REVOLVING LOAN FUND	0	0	0
10,953	7,660	7,000	53200 INTEREST INCOME	2,000	2,000	2,000
-2,777	17,526	2,000	54060 MISCELLANEOUS REVENUE	0	0	0
0	24,816	0	54400 LOAN PROCEEDS	132,500	132,500	132,500
0	321,389	0	55023 TRANS. FROM WASTEWATER FUND	0	0	0
0		0	55030 TRANSFER FROM WASTEWATER SDC FUND	120,000	120,000	120,000
1,875,805	1,197,030	1,468,685	TOTAL REVENUE	1,060,820	1,060,820	1,060,820
EXPENDITURES						
MATERIALS & SERVICES						
3,195	1,605	35,690	71000 CONTRACTUAL SERVICES	28,490	28,490	28,490
72,830	70,809	56,505	79900 ADMINISTRATIVE FEE	8,115	8,115	8,115
37,591	0	29,620	79910 ENGINEERING SERVICE FEES	0	0	0
113,616	72,414	121,815	TOTAL MATERIALS & SERVICES	36,605	36,605	36,605
CAPITAL OUTLAY						
613,678	8,057	273,660	83000 BUILDINGS & IMPROVEMENTS	8,000	8,000	8,000
0	3,443	0	83040 INFRASTRUCTURE REPLACEMENT	0	0	0
0	4,355	0	84000 MOTOR VEHICLES	123,600	123,600	123,600
5,036	12,527	0	84010 WORK EQUIPMENT	31,900	31,900	31,900
861	87	29,500	84030 COMPUTER EQUIPMENT	0	0	0
619,575	28,469	303,160	TOTAL CAPITAL OUTLAY	163,500	163,500	163,500
472,227	713,841	713,480	90217 TRANSFER TO DEBT SERVICE	726,785	726,785	726,785
0	0	8,840	99000 CONTINGENCY	0	0	0
0	0	321,390	99012 RESERVE FOR FUTURE EXP.	133,930	133,930	133,930
670,387	382,306	0	99020 ENDING BALANCE	0	0	0
670,387	382,306	330,230	TOTAL ENDING BALANCE	133,930	133,930	133,930
1,875,805	1,197,030	1,468,685	TOTAL EXPENDITURES	1,060,820	1,060,820	1,060,820



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 specified 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

- Reserve a portion of a grant match for a proposed Congressional appropriation for storm drainage system improvements.
- 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.
- 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.
- Provide storm drainage allotment to purchase a vactor truck as well as provide a portion of the lease/purchase payment.
- 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 2008-09

- Completed construction improvements that relocated the storm drainage system from under 1424 Bryant Avenue, 1460 Anthony Avenue and 1475 Anthony Avenue.
- 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.
- 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 2008-09

- Increase the surcharge \$1.00 in anticipation of future projects and match requirement for possible Congressional appropriation.

**City of Cottage Grove
Fiscal Year 2009-10 Budget**

36-00 STORM DRAIN RESERVE

2006-07 ACTUAL	2007-08 ACTUAL	2008-09 BUDGET	DESCRIPTION	2009-10		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
602,734	599,180	609,945	41010 CARRYOVER	590,125	590,125	590,125
120,698	123,183	123,805	45051 STORM DRAIN SURCHARGE	163,140	163,140	163,140
30,129	26,840	18,000	53200 INTEREST INCOME	6,800	6,800	6,800
0	3,456	0	54060 MISCELLANEOUS REVENUE	0	0	0
0	42,054	0	54400 LOAN PROCEEDS	125,000	125,000	125,000
753,561	794,713	751,750	TOTAL REVENUE	885,065	885,065	885,065
EXPENDITURES						
MATERIALS & SERVICES						
0	0	3,000	71000 CONTRACTUAL SERVICES	3,000	3,000	3,000
0	0	8,045	79900 ADMINISTRATIVE FEE	6,315	6,315	6,315
18,147	5,789	83,630	79910 ENGINEERING SERVICES	1,715	1,715	1,715
18,147	5,789	94,675	TOTAL MATERIALS & SERVICES	11,030	11,030	11,030
CAPITAL OUTLAY						
101,737	37,478	541,260	83000 BUILDINGS & IMPROVEMENTS	36,115	36,115	36,115
3,920	4,910	55,000	83040 INFRASTRUCTURE REPLACEMENT	50,000	50,000	50,000
0	32,213	1,500	84000 MOTOR VEHICLES	128,600	128,600	128,600
3,661	31,038	18,700	84010 WORK EQUIPMENT	16,800	16,800	16,800
109,318	105,639	616,460	TOTAL CAPITAL OUTLAY	231,515	231,515	231,515
26,916	33,038	36,375	90217 TRANSFER TO DEBT SERVICE	50,655	50,655	50,655
0	0	4,240	99000 CONTINGENCY	591,865	591,865	591,865
0	0	0	99012 RESERVE FOR FUTURE EXP.	0	0	0
599,180	650,247	0	99020 ENDING BALANCE	0	0	0
599,180	650,247	4,240	TOTAL ENDING BALANCE	591,865	591,865	591,865
753,561	794,713	751,750	TOTAL EXPENDITURES	885,065	885,065	885,065