

City of Cottage Grove Fiscal Year 2024-25 Budget

RESERVE FUNDS BUDGET SUMMARY

FUND/DEPARTMENT	FY 2021-22 ACTUAL	FY 2022-23 ACTUAL	FY 2023-24 ADOPTED	FY 2024-25 ADOPTED
General Reserve Fund	521,110	688,127	580,050	239,800
Water Reserve Fund	2,515,032	2,991,342	3,637,500	3,617,800
Wastewater Reserve Fund	2,960,604	2,417,062	4,373,100	3,040,000
Storm Drain Reserve Fund	2,381,800	2,823,731	2,885,000	3,575,000
Building Inspec Reserve Fund	104,287	107,243	154,300	113,000
Total Reserve Funds	8,482,833	9,027,505	11,629,950	10,585,600



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 remodel of City Council Chambers.
- Fund an electric car charger for City vehicles at City Hall.

PRIMARY ACCOMPLISHMENTS – FISCAL YEAR 2023-24

- Completed Prospector Park Log Pavilion Replacement Project
- Funded remodel of Police Department Remodel.
- Installation of new storage system at City Hall.
- Funded Installation of new surveillance system at All America Square Park.
- Funded new City Welcome Signs.
- New WiFi Hut emergency power generator.
- New HR office.
- New mower for the Park Division.



New Log Picnic Structure at Prospector Park

City of Cottage Grove Fiscal Year 2024-25 Budget

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

2021-22 ACTUAL	2021-22 ACTUAL	2023-24 BUDGET	DESCRIPTION	2024-25 PROPOSED	2024-25 APPROVED	2024-25 ADOPTED
REVENUE						
30,046	99,049	330,000	41010 CARRYOVER	139,000	139,000	139,000
283,876	0	60,000	51120 FEDERAL GRANTS	0	0	0
22	9,571	50	53200 INTEREST INCOME	800	800	800
0	507	0	54060 MISCELLANEOUS REVENUE	0	0	0
207,166	579,000	190,000	55001 TRANSFER FROM GENERAL FUND	100,000	100,000	100,000
521,110	688,127	580,050	TOTAL REVENUE	239,800	239,800	239,800
EXPENDITURES						
MATERIALS AND SERVICES						
5,625	22,028	55,000	71000 CONTRACTUAL SERVICES	20,000	20,000	20,000
0	0	0	71000-002 CONTRACTUAL SERVICES - ARPA	0	0	0
17,219	12,431	75,000	71700 BUILDING MAINTENANCE & REPAIR	5,000	5,000	5,000
0	0	0	72000 COMPUTER SERVICE & SUPPLIES	0	0	0
22,844	34,459	130,000	TOTAL MATERIALS AND SERVICES	25,000	25,000	25,000
CAPITAL OUTLAY						
387,001	124,206	300,050	83000 BUILDINGS & IMPROVEMENTS	214,800	214,800	214,800
0	214,476	0	83000-001 BUILDINGS & IMPROVEMENTS ARPA	0	0	0
12,217	1,500	0	84000 MOTOR VEHICLES	0	0	0
0	0	90,000	84010 WORK EQUIPMENT	0	0	0
0	5,383	0	84030 COMPUTER EQUIPMENT	0	0	0
399,218	345,565	390,050	TOTAL CAPITAL OUTLAY	214,800	214,800	214,800
0	0	60,000	99000 CONTINGENCY	0	0	0
99,049	308,103	0	99020 ENDING BALANCE	0	0	0
99,049	308,103	60,000	TOTAL ENDING BALANCE	0	0	0
521,110	688,127	580,050	TOTAL EXPENDITURES	239,800	239,800	239,800

WATER RESERVE

FUND/DEPARTMENT #: 732-732

OVERVIEW

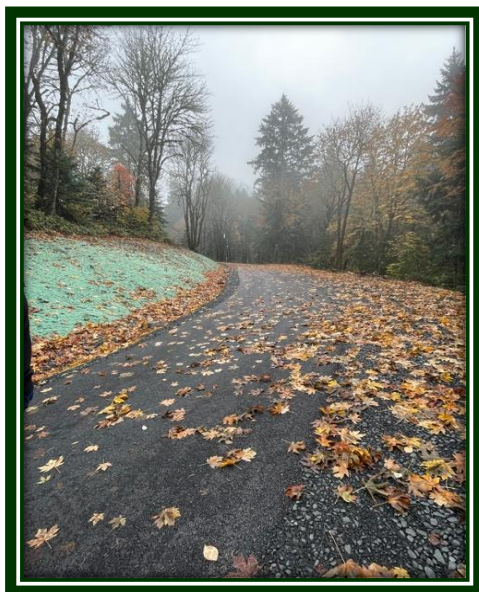
The Water Reserve Fund was authorized by Ordinance No. 2814 on June 1, 1998, continued by Resolution No. 1664 on June 9, 2008 and Resolution No. 1960 on June 11, 2018 for the following purposes: To acquire equipment, vehicles, property, or buildings, to make major repairs and capital improvements, construct 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 Project Sparrow housing water infrastructure.
- Provide funding for designing a new City water reservoir.
- Provide funding for new Water Treatment Plant high service pumps.
- Provide funding for a new CAT backhoe.
- Provide funding for a new brush cutting attachment for the CAT excavator and backhoe.

PRIMARY ACCOMPLISHMENTS - FISCAL YEAR 2023-24

- Supported construction of the new access road to the 22nd Street reservoir site.
- Funded Thornton Lane water mainline extension.
- Funded new surveillance system and the Row River Water Treatment Plant.



22nd Street Reservoir Road

City of Cottage Grove Fiscal Year 2024-25 Budget

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

2021-22 ACTUAL	2022-23 ACTUAL	2023-24 BUDGET	DESCRIPTION	2024-25 PROPOSED	2024-25 APPROVED	2024-25 ADOPTED
REVENUE						
906,239	1,249,463	1,849,000	41010 CARRYOVER	1,900,000	1,900,000	1,900,000
1,504,596	1,514,641	1,580,000	45011 WATER SURCHARGE	1,674,800	1,674,800	1,674,800
4,198	37,229	7,500	53200 INTEREST INCOME	8,000	8,000	8,000
0	9	0	54060 MISCELLANEOUS REVENUE	0	0	0
0	0	0	54400 BOND SALE/LOAN PROCEEDS	0	0	0
100,000	50,000	50,000	55002 TRANSFER FROM WATER FUND	35,000	35,000	35,000
0	0	151,000	55020 TRANSFER FROM INDUSTRIAL PK FUND	0	0	0
0	140,000	0	55037 TRANSFER FROM GENERAL FUND - ARPA	0	0	0
2,515,032	2,991,342	3,637,500	TOTAL REVENUE	3,617,800	3,617,800	3,617,800
EXPENDITURES						
MATERIALS & SERVICES						
40,163	56,086	300,000	71000 CONTRACTUAL SERVICES	250,000	250,000	250,000
0	0	140,000	71000-002 CONTRACTUAL SVCS - ARPA	0	0	0
69,680	69,070	29,710	79900 ADMINISTRATIVE FEE	24,460	24,460	24,460
5,034	5,972	80,000	79910 ENGINEERING SERVICE FEES	28,500	28,500	28,500
114,877	131,128	549,710	TOTAL MATERIALS & SERVICES	302,960	302,960	302,960
CAPITAL OUTLAY						
190,656	76,722	1,979,840	83000 BUILDINGS & IMPROVEMENTS	2,301,155	2,301,155	2,301,155
19,135	0	20,000	84000 MOTOR VEHICLES	10,000	10,000	10,000
46,677	36,744	50,000	84010 WORK EQUIPMENT	50,000	50,000	50,000
256,469	113,466	2,049,840	TOTAL CAPITAL OUTLAY	2,361,155	2,361,155	2,361,155
894,223	909,246	910,950	90217 TRANSFER TO DEBT SERVICE	901,685	901,685	901,685
0	0	75,000	92039 TRANSFER TO EDA GRANT FUND	0	0	0
0	151,000	0	90219 TRANSFER LOAN TO IND. PARK FUND	0	0	0
894,223	1,060,246	985,950	TOTAL TRANSFER OUT	901,685	901,685	901,685
0	0	52,000	99000 CONTINGENCY	52,000	52,000	52,000
1,249,463	1,686,503	0	99020 ENDING BALANCE	0	0	0
1,249,463	1,686,503	52,000	TOTAL ENDING BALANCE	52,000	52,000	52,000
2,515,032	2,991,342	3,637,500	TOTAL EXPENDITURES	3,617,800	3,617,800	3,617,800

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

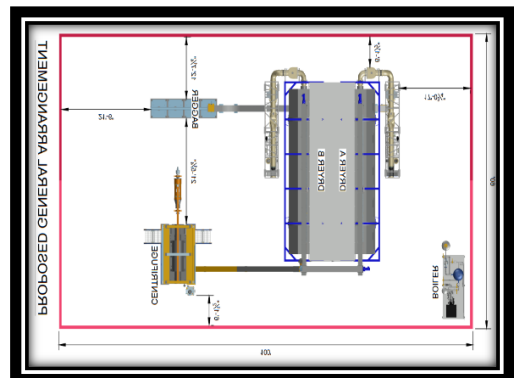
- Provide the funding to pay debt service for the upgrades to the Wastewater Treatment Plant.
- Provide funding for paving of cart paths at Middlefield Golf Course.
- Provide funding to remodel Middlefield Golf Course Pro Shop to accommodate golf simulator.
- Provide funding for the effluent transmission and irrigation expansion project.
- Provide funding for new CAT backhoe.
- Provide funding for the construction of a bio-solids dryer.

PRIMARY ACCOMPLISHMENTS - FISCAL YEAR 2023-24

- Provided funding for the re-construction of the #1 Clarifier.
- Provided funding for a new influent pump, 2 new RAS pumps, and a new orbital shaft.
- Provided funding for a new outdoor dining space at Middlefield Golf Course.
- Provided funding for 10 new golf carts at Middlefield Golf Course.

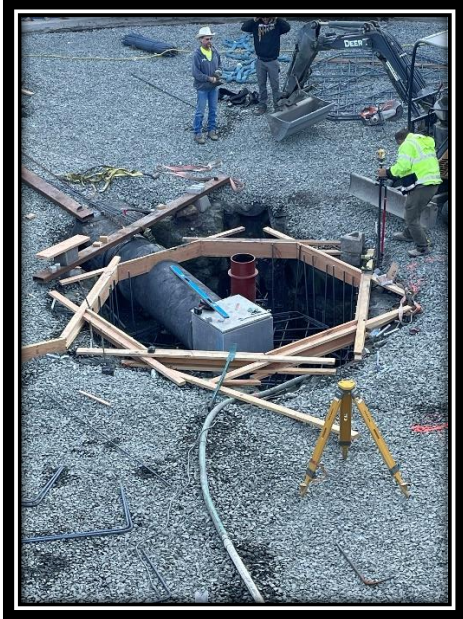


New Outdoor Dining at Golf Course

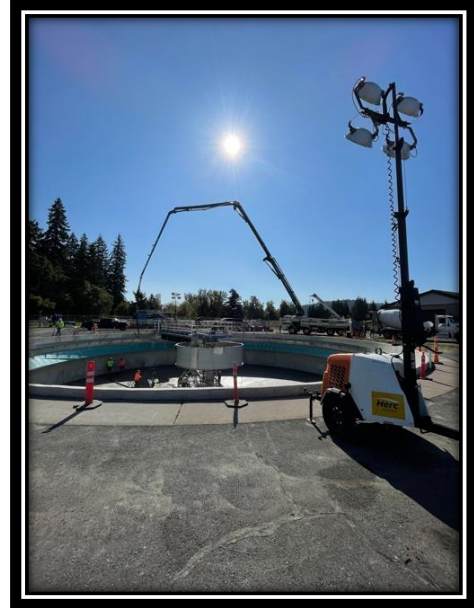


Future Bio Solids Dryer

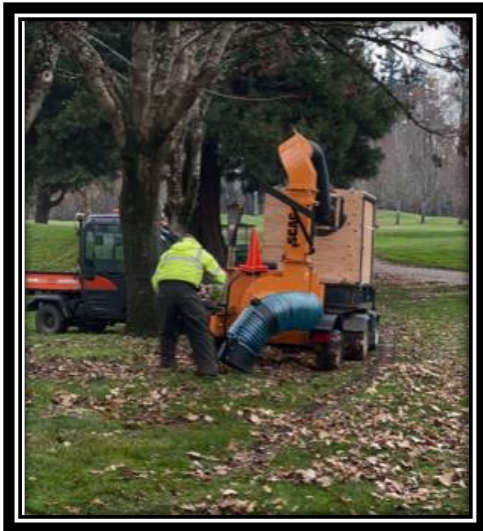
RESERVE FUNDS – WASTEWATER RESERVE



Clarifier #1 Rebuild



Clarifier #1 Rebuild



New Golf Course Leaf Vacuum



New Golf Course Core Sweeper



Water Reclamation Plant New Orbital Shaft

City of Cottage Grove Fiscal Year 2024-25 Budget

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

2021-22 ACTUAL	2022-23 ACTUAL	2023-24 BUDGET	DESCRIPTION	2024-25 PROPOSED	2024-25 APPROVED	2024-25 ADOPTED
REVENUE						
1,338,136	669,470	250,000	41010 CARRYOVER	1,305,000	1,305,000	1,305,000
1,293,946	1,459,270	1,570,000	45043 WW SYS IMPR SURCHARGE	1,680,000	1,680,000	1,680,000
3,523	3,715	3,000	53200 INTEREST INCOME	5,000	5,000	5,000
0	7	100	54060 MISCELLANEOUS REVENUE	0	0	0
0	0	2,500,000	54400 BOND/SALE/LOAN PROCEEDS	0	0	0
325,000	84,600	50,000	55023 TRANSFER FROM WASTEWATER FUND	50,000	50,000	50,000
0	200,000	0	55037 TRANSFER FROM GENERAL FUND - ARPA	0	0	0
2,960,604	2,417,062	4,373,100	TOTAL REVENUE	3,040,000	3,040,000	3,040,000
EXPENDITURES						
MATERIALS & SERVICES						
70,015	145,266	100,000	71000 CONTRACTUAL SERVICES	50,000	50,000	50,000
0	237	100,000	71000-002 CONTRACTUAL SVCS - ARPA	0	0	0
68,600	69,875	68,755	79900 ADMINISTRATIVE FEE	85,705	85,705	85,705
36,318	39,486	200,000	79910 ENGINEERING SERVICE FEES	200,000	200,000	200,000
174,933	254,864	468,755	TOTAL MATERIALS & SERVICES	335,705	335,705	335,705
CAPITAL OUTLAY						
904,015	769,224	2,501,672	83000 BUILDINGS & IMPROVEMENTS	1,040,970	1,040,970	1,040,970
0	0	100,000	83000-001 BUILDING AND IMPROVEMENTS-ARPA	0	0	0
19,135	0	10,000	84000 MOTOR VEHICLES	10,000	10,000	10,000
199,092	35,241	20,000	84010 WORK EQUIPMENT	110,000	110,000	110,000
1,122,243	804,465	2,631,672	TOTAL CAPITAL OUTLAY	1,160,970	1,160,970	1,160,970
993,958	961,059	1,172,673	90217 TRANSFER TO DEBT SERVICE	1,493,325	1,493,325	1,493,325
0	0	50,000	90239 TRANSFER TO EDA GRANT FUND	0	0	0
993,958	961,059	1,222,673	TOTAL TRANSFERS	1,493,325	1,493,325	1,493,325
0	0	50,000	99000 CONTINGENCY	50,000	50,000	50,000
669,470	396,674	0	99020 ENDING BALANCE	0	0	0
669,470	396,674	50,000	TOTAL ENDING BALANCE	50,000	50,000	50,000
2,960,604	2,417,062	4,373,100	TOTAL EXPENDITURES	3,040,000	3,040,000	3,040,000



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 debt service to the DEQ Loan fund for a new Storm Water Master Plan.
- Provide funding for new storm drain main line at Bryant Street.
- Provide funding for a CAT backhoe.
- Provide funding for a brush cutting attachment to use on CAT excavator and backhoes.
- Purchase a new Street Sweeper.

PRIMARY ACCOMPLISHMENTS - FISCAL YEAR 2023-24

- On January 14, 2024 the City Declared a State of Emergency due to an Ice Storm that knocked out power to all of Cottage Grove and the surrounding area. The City’s Urban Forest suffered extensive damage and required immediate action for cleanup and maintenance of City services. The reserve fund was used as bridge funding for the winter storm cleanup. The City expects reimbursement from FEMA early in the 2024-25 budget year.



2024 Ice Storm Mount Brushmore



Brush Grinding of 2024 Ice Storm Debris

City of Cottage Grove Fiscal Year 2024-25 Budget

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

2021-22 ACTUAL	2022-23 ACTUAL	2023-24 BUDGET	DESCRIPTION	2024-25 PROPOSED	2024-25 APPROVED	2024-25 ADOPTED
REVENUE						
1,673,108	2,035,486	2,270,000	41010 CARRYOVER	650,000	650,000	650,000
614,659	615,488	600,000	45051 STORM DRAIN SURCHARGE	610,000	610,000	610,000
9,104	57,579	15,000	53200 INTEREST INCOME	15,000	15,000	15,000
0	44,027	0	54060 MISCELLANEOUS REVENUE	0	0	0
0	0	0	54415 DEQ CLEAN WTR LOAN PROCEEDS	300,000	300,000	300,000
0	71,150	0	54420 IND. PARK INTERFUND LOAN REPAY	0	0	0
0	0	0	54425 ICE STORM LOAN REPAY - VARI. FUNDS	2,000,000	2,000,000	2,000,000
84,930	0	0	55010 TRANSFER FROM STORM DRAIN FUND	0	0	0
2,381,800	2,823,731	2,885,000	TOTAL REVENUE	3,575,000	3,575,000	3,575,000
EXPENDITURES						
MATERIALS & SERVICES						
12,869	41,636	300,000	71000 CONTRACTUAL SERVICES	350,000	350,000	350,000
55,965	69,710	20,465	79900 ADMINISTRATIVE FEE	45,285	45,285	45,285
2,403	0	50,000	79910 ENGINEERING SERVICES	7,000	7,000	7,000
71,237	111,346	370,465	TOTAL MATERIALS & SERVICES	402,285	402,285	402,285
CAPITAL OUTLAY						
53,379	324,242	2,255,490	83000 BUILDINGS & IMPROVEMENTS	2,512,975	2,512,975	2,512,975
19,135	0	20,000	84000 MOTOR VEHICLES	10,000	10,000	10,000
112,012	17,244	50,000	84010 WORK EQUIPMENT	450,000	450,000	450,000
184,526	341,486	2,325,490	TOTAL CAPITAL OUTLAY	2,972,975	2,972,975	2,972,975
90,551	91,280	89,045	90217 TRANSFER TO DEBT SERVICE	99,740	99,740	99,740
0	0	0	90219 TRANSFER TO INDUSTRIAL PARK	0	0	0
90,551	91,280	89,045	TOTAL TRANSFERS OUT	99,740	99,740	99,740
0	0	100,000	99000 CONTINGENCY	100,000	100,000	100,000
2,035,486	2,279,618	0	99020 ENDING BALANCE	0	0	0
2,035,486	2,279,618	100,000	TOTAL ENDING BALANCE	100,000	100,000	100,000
2,381,800	2,823,731	2,885,000	TOTAL EXPENDITURES	3,575,000	3,575,000	3,575,000

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.

City of Cottage Grove Fiscal Year 2024-25 Budget

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

2021-22 ACTUAL	2022-23 ACTUAL	2023-24 BUDGET	DESCRIPTION	2024-25 PROPOSED	2024-25 APPROVED	2024-25 ADOPTED
REVENUE						
78,844	104,287	104,000	41010 CARRYOVER	110,000	110,000	110,000
443	2,956	300	53200 INTEREST INCOME	3,000	3,000	3,000
25,000	0	50,000	55007 TRNSFR FROM BLDG INSPEC PROG FUND	0	0	0
104,287	107,243	154,300	TOTAL REVENUE	113,000	113,000	113,000
CAPITAL OUTLAY						
0	0	76,650	84000 MOTOR VEHICLES	59,500	59,500	59,500
0	0	76,650	84010 WORK EQUIPMENT	52,500	52,500	52,500
0	0	153,300	TOTAL CAPITAL OUTLAY	112,000	112,000	112,000
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
104,287	107,243	0	99020 ENDING BALANCE	0	0	0
104,287	107,243	0	TOTAL ENDING BALANCE	0	0	0
104,287	107,243	154,300	TOTAL EXPENDITURES	113,000	113,000	113,000