



## **RESERVE AND RESERVE FUND POLICY F.1.13 CORPORATE SERVICES DEPARTMENT**

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**RESERVE NAME:** Water Rate Stabilization

**RESERVE ACCOUNT #:** G-R18-WATR-0000

**PURPOSE:**

- To mitigate user rate changes during preparation of the annual operating budget and to protect the City against any unanticipated expenditures of an operating nature.
- This reserve would also be used to fund any unanticipated deficits that may occur in the fiscal year.

**TARGET BALANCE:**

- Maximum balance not to exceed 10% of the user rate Water expenditure budget.
- Once target has been met, surpluses to be reallocated to the Water Capital Reserve Fund

**FUNDING SOURCES:**

- Planned contributions from the Operating budget.
- Year-end net operating surplus of Water division up to reserve maximum, then balance to Water Capital Replacement Reserve Fund.

**UTILIZATION OF FUNDS:**

- Planned contributions to fund Operating expenses.
- Funding of Water Fund year-end operating deficit.
- Transfers to Water Capital Reserve Fund



## **RESERVE AND RESERVE FUND POLICY F.1.13 CORPORATE SERVICES DEPARTMENT**

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**RESERVE NAME:** Wastewater/Sanitary Rate Stabilization

**RESERVE ACCOUNT #:** G-R18-WWTR-0000

**PURPOSE:**

- To mitigate user rate changes during preparation of the annual operating budget and to protect the City against any unanticipated expenditures of an operating nature.
- This reserve would also be used to fund any unanticipated deficits that may occur in the fiscal year.

**TARGET BALANCE:**

- Maximum balance not to exceed 10% of the user rate Wastewater/Sanitary expenditure budget.
- Once target has been met, surpluses to be reallocated to the Water Capital Reserve Fund

**FUNDING SOURCES:**

- Planned contributions from the Operating budget.
- Year-end operating surplus of Wastewater/Sanitary division up to reserve maximum, then balance to Wastewater/Sanitary Capital Replacement Reserve Fund.

**UTILIZATION OF FUNDS:**

- Planned contributions to fund Operating expenses.
- Funding of Wastewater/Sanitary Fund year-end operating deficit.
- Transfers to Wastewater/Sanitary Capital Reserve Fund



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**RESERVE NAME:** HR Salary Contingency

**RESERVE ACCOUNT #:** G-R18-HRCO-0000

**PURPOSE:**

- To fund significant or unbudgeted human resources costs including legal fees, recruitment ~~o~~ termination costs, costs to backfill vacant positions, etc.

**TARGET BALANCE:**

- Not to exceed more than 2.5% of the total annual municipal employee compensation expense budget.

**FUNDING SOURCES:**

- Planned contributions from the Operating budget.

**UTILIZATION OF FUNDS:**

- Planned contributions to fund Operating expenses.



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**RESERVE NAME:** Capital – Facilities

**RESERVE ACCOUNT #:** R-R11-FACI

**PURPOSE:**

- To fund capital projects related to life cycle needs of City Facilities.

**TARGET BALANCE:**

- Maximum balance as determined by the 10-year capital forecast needs for City funding.

**FUNDING SOURCES:**

- Planned contributions from the Operating budget.
- Proceeds of disposition on sale of City facilities unless otherwise utilized in the budget process.

**UTILIZATION OF FUNDS:**

- Planned contributions to fund Capital projects.



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**RESERVE NAME:** Capital - Recreation

**RESERVE ACCOUNT #:** R-R11-RECR

**PURPOSE:**

- To fund capital projects related to recreation equipment.

**TARGET BALANCE:**

- Maximum balance as determined by the 10-year capital forecast needs for City funding.

**FUNDING SOURCES:**

- Planned contributions from the Operating budget.
- Proceeds of disposition on sale of assets unless otherwise utilized in the budget process.

**UTILIZATION OF FUNDS:**

- Planned contributions to fund Capital projects.



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**RESERVE NAME:** Capital – Cemetery

**RESERVE ACCOUNT #:** R-R11-CEME

**PURPOSE:**

- To fund Cemetery and Parks capital projects.

**TARGET BALANCE:**

- Maximum balance as determined by the 10-year capital forecast need for City funding.

**FUNDING SOURCES:**

- Planned contributions from the Operating budget.
- Proceeds of disposition on sale of assets unless otherwise utilized in the budget process.

**UTILIZATION OF FUNDS:**

- Planned contributions to fund Capital projects.



## **RESERVE AND RESERVE FUND POLICY F.1.13 CORPORATE SERVICES DEPARTMENT**

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**RESERVE NAME:** Capital – Water

**RESERVE ACCOUNT #:** R-R11-WATR

**PURPOSE:**

- To fund Water capital projects as identified in the current Water and Wastewater/Sanitary Rate Study, and as described in the 10-year capital plan of the City.

**TARGET BALANCE:**

- As set out in the current Water and Wastewater/Sanitary Rate Study.
- Maximum balances as determined by 10-year capital forecast need for City funding.

**FUNDING SOURCES:**

- Planned contributions from the Operating budget.
- Balance of year end Water division surplus when Stabilization Reserve balance has been achieved.
- Proceeds of disposition on sale of Water assets unless otherwise utilized in the budget process.

**UTILIZATION OF FUNDS:**

- Planned contributions to fund Capital projects.



**RESERVE AND RESERVE FUND POLICY F.1.13  
CORPORATE SERVICES DEPARTMENT**

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**RESERVE NAME:** Capital – Wastewater/Sanitary

**RESERVE ACCOUNT #:** R-R11-WWTR

**PURPOSE:**

- To fund Wastewater/Sanitary capital projects as identified in the current Water and Wastewater/Sanitary Rate Study, and as described in the 10-year capital plan of the City.

**TARGET BALANCE:**

- As set out in the current Water and Wastewater/Sanitary Rate Study.
- Maximum balances as determined by 10-year capital forecast need for City funding.

**FUNDING SOURCES:**

- Planned contributions from the Operating budget.
- Balance of year end Wastewater/Sanitary division surplus when Stabilization Reserve balance has been achieved.
- Proceeds of disposition on sale of Wastewater/Sanitary assets unless otherwise utilized in the budget process.

**UTILIZATION OF FUNDS:**

- Planned contributions to fund Capital projects.