

**CITY OF COTTAGE GROVE  
BUDGET CALENDAR FOR 2008-2009**

The following list is designed to help plan our budget process for the fiscal year 2008-2009. The key steps in the budget process are shown, along with proposed dates for the completion of each step.

<u><b>KEY STEPS</b></u>	<u><b>PROPOSED DATES</b></u>
1. Budget Worksheets to Departments	February 18, 2008
2. Submit FY 2007-08 Year-End Estimates	February 29, 2008
3. Departments Submit Proposed Budgets to Finance Department <b>no later than</b>	March 21, 2008
4. Submit Budget to City Manager for Review	March 28, 2008
5. Balance Proposed Budget	April 21, 2008
6. Publish first Notice of Budget Committee Meeting	April 30, 2008 *
7. Distribute Proposed Budgets to Budget Committee	May 7, 2008
8. Publish Second Notice of Budget Committee Meeting <b>and</b> Notice of Public Hearing on Possible uses of State Revenue Sharing Funds	May 7, 2008 **
9. First Budget Committee Meeting Additional Tentative Meeting Dates:	May 13, 2008 (Tuesday, 6:30 pm) May 20, 2008 May 27, 2008
10. Approve Proposed Budget <b>No Later Than</b>	<b>May 27, 2008</b>
11. Publish Budget Hearing Notice <b>and</b> Public Hearing Notice on Proposed uses of State Revenue Sharing Funds	June 4, 2008 *** (Newspaper) June 6, 2008 (Friday Update)
12. Hold Budget Hearing(s); Public Hearing on Proposed uses of State Revenue Sharing Funds; and Adopt Resolutions for State Revenue Sharing Funds and State Shared Revenues	June 23, 2008 (Monday, 7:30 pm)
13. Adopt Budget and Make Appropriations	<b>June 23, 2008 ****</b>
14. Submit Budget to Assessor <b>No Later Than</b>	July 15, 2008 *****

\* Must be no more than 30 days before the Budget Committee meets

\*\* Must be no less than 5 days before the Budget Committee meets **and** must be at least 5 days after the first notice of meeting

\*\*\* Must be 5 to 30 days before the Public Hearing

\*\*\*\* Must be no later than June 30, 2008

\*\*\*\*\* This date is set by law

## **CITY OF COTTAGE GROVE GLOSSARY OF BUDGET TERMS**

Adopted Budget: The final draft of the budget document as submitted to the State for filing, which includes Budget Committee and City Council revisions.

Appropriation: Legal authorization to make expenditures and to incur obligations. The appropriation is limited in amount and time when it may be expended.

Approved Budget: The financial plan agreed upon by the Budget Committee.

Assessed Valuation: The value set by the County Assessor on real and personal taxable property as a basis for levying taxes.

Bond: A written promise to pay a specific sum of money (principal or face value) at a future date or dates in the future (maturity date) along with periodic interest at a specified rate. Bonds are typically used to finance long-term capital improvements.

Budget: A financial operating plan with estimated expenditures and expected revenues for a given period.

Budget Calendar: The schedule of key dates or milestones that a government follows in the preparation and adoption of the budget.

Budget Committee: A panel of citizens consisting of the Mayor and six councilors plus seven appointed community members responsible for review and recommendation of the annual budget.

Budget Message: A general summary, prepared by the Budget Officer, of the most important aspects of the budget, changes from the current and previous fiscal years, and recommendations regarding the financial policy.

Capital Improvement Program: A plan for capital expenditures to be incurred each year over a fixed period of several future years.

Capital Outlay: Expenditures, which result in the acquisition of or addition to fixed assets. The item must have a value of at least \$250 and have a useful life of at least five years to qualify as a capital outlay expenditure.

Capital Projects Funds: Funds created to account for financial resources to be used for the acquisition or construction of major capital facilities, such as the purchase of land and the construction of a building.

Carryover: Amount of resources available for use at the beginning of the fiscal year.

Contingency: An appropriation of funds to cover emergencies or unforeseen events, which occur during the budget year. City Council must approve all contingency expenditures. Transfers from contingency that exceed 15% of the total appropriations of the fund may be made only by a supplemental budget.

Debt Service: Payment of principal and interest on borrowed funds.

Debt Service Funds: Funds established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Enterprise Funds: Government operations that are financed and operated in a manner similar to private business enterprises. The intention is that the costs of providing goods and services on a continuing basis be financed or recovered primarily through user charges.

Expenditures: The actual outlay of or obligation to pay cash; a decrease in net financial resources.

Fiduciary Fund: A trust fund set up to account for a private donation to the City for a specific purpose for which the principal amount cannot be spent.

Fiscal Year: The twelve month period beginning July 1 and ending the following June 30.

Fund: A division in the budget with independent fiscal and accounting requirements. Budgeted revenues and expenditures must be equal.

General Fund: The major operating fund used to account for all financial resources, except those required to be accounted for in another fund.

Grants: Contributions of assets (usually cash) by a governmental unit or other organization to another. Typically, these contributions are made to local governments from state and federal governments and are for a specified purpose.

Line Item: Numerical classification of revenues and expenditures used in the accounting records. The City uses a six-digit number starting with a four for revenues. The City uses a seven-digit number for expenditures.

Performance Indicators: Statistical measures that are collected to show impact of dollars spent on city services.

Program: A group of activities that seek to accomplish one objective.

Proposed Budget: A draft of the budget document prepared by staff and the Budget Officer, submitted to the Budget Committee for consideration, review and approval.

Requirements: See expenditures. Also includes contingencies and unappropriated ending cash. Total requirements (expenditures) must equal total resources (revenues) for each fund.

Reserve (Fund): Established to accumulate resources from one fiscal year to another for a specific purpose.

Resources: See revenues. Also includes carryover from the following fiscal year. Total requirements (expenditures) must equal total resources (revenues) for each fund.

Revenues: Monies received or anticipated during the year to finance city services.

Serial Levy: A uniform tax levy for two or more years, which is outside the tax base.

Special Revenue Funds: Funds used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.

Supplemental Budget: Prepared to meet unexpected needs or to spend revenues not anticipated at the time the regular budget was adopted. The supplemental budget cannot be used to increase a tax levy.

Tax Rate: The amount of property tax paid by property owners for each \$1,000 of their property's value. This rate is now permanently set at \$7.2087 for the City as a result of Measure 50.

Unappropriated Ending Cash: Funds set aside for use in the fiscal year following the current budget year.

## RESOLUTION NO. 1673

A RESOLUTION ADOPTING THE 2008-09 BUDGET, MAKING APPROPRIATIONS, AND IMPOSING AND CATEGORIZING AD VALOREM TAXES.

### ADOPTING THE BUDGET

BE IT RESOLVED that the City Council of the City of Cottage Grove hereby adopts the budget for fiscal year 2008-2009 in the sum of \$25,459,734 now on file at City Hall.

### MAKING APPROPRIATIONS

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2008 and for the purposes shown below are hereby appropriated as follows:

General Fund			
City Manager	263,140		
City Attorney	69,400		
Community Development	1,710,855		
City Council	34,620		
Community Center	126,880		
Municipal Court	99,930		
Police Operations	2,215,742		
Youth Peer Court	24,200		
Parks	606,105		
Building Maintenance	146,285		
Community Promotions	67,650		
Engineering	254,230		
Finance	306,896		
Library	340,390		
Non-Departmental	420,977		
Debt Service	278,412		
Transfer to Debt Service	93,610		
Transfer to Police			
Communications Fund	289,195		
Transfer to General Reserve	107,215		
Contingency	<u>220,750</u>		
Total	7,676,482		
Water Fund			
Water Distribution	654,285		
Water Production	580,445		
Water Non-Departmental	147,415		
Transfer to Debt Service Fund	11,600		
Contingency	<u>49,940</u>		
Total	1,443,685		
Street Fund			
Street Maintenance	404,055		
Street Sweeping	68,850		
Street Improvements/Capital Purchases	82,340		
Street Non-Departmental	27,565		
Transfer to Debt Service Fund	73,075		
Contingency	<u>23,770</u>		
Total	679,655		
		Assessment Fund	
		Capital Outlay	<u>149,800</u>
		Total	149,800
		Police Communications Fund	
		Support Services	359,685
		911 Services	237,202
		Contingency	2,000
		Transfer to Debt Service Fund	<u>8,265</u>
		Total	607,152
		Industrial Park Operations Fund	
		Materials & Services	90,300
		Capital Outlay	300,000
		Debt Service	789,679
		Contingency	<u>260,381</u>
		Total	1,440,360
		Storm Drain Utility Fund	
		Personal Services	100,020
		Materials & Services	43,205
		Contingency	46,885
		Transfer to Debt Service Fund	<u>1,905</u>
		Total	192,015
		Bicycle and Footpath Fund	
		Materials & Services	410,560
		Capital Outlay	<u>1,088,370</u>
		Total	1,498,930
		Building Inspection Program Fund	
		Personal Services	40,480
		Materials & Services	262,530
		Transfer to Debt Service Fund	<u>1,023</u>
		Total	304,033

		Transfer to Debt Service Fund	36,375
		Contingency	<u>4,240</u>
		Total	751,750
	Debt Service Fund		
Debt Service	1,859,756		
Contingency	<u>3,000</u>		
Total	1,862,756		
	Wastewater Fund		
Wastewater Collection	363,175		
Wastewater Treatment Plant	536,985		
Middlefield Golf Course	453,020		
Wastewater Non-Departmental	161,755		
Transfer to Debt Service Fund	110,365		
Contingency	<u>19,170</u>		
Total	1,644,470		
	Special Trusts Fund		
Materials & Services	960		
Capital Outlay	61,500		
Transfer to Bicycle & Footpath Fund	<u>175,775</u>		
Totals	238,235		
	Small Business Loan Fund		
Materials and Services	9,575		
	Housing Rehabilitation Loan Fund		
Materials & Services	10,100		
Contingency	<u>430,740</u>		
Total	440,840		
	General Reserve Fund		
Materials & Services	2,400		
Capital Outlay	422,500		
Transfer to Debt Service Fund	26,920		
Contingency	<u>15,000</u>		
Total	466,820		
	Water Reserve Fund		
Materials & Services	139,820		
Capital Outlay	1,097,590		
Transfer to Debt Service Fund	781,195		
Contingency	<u>38,610</u>		
Total	2,057,215		
	Wastewater Reserve Fund		
Materials & Services	121,815		
Capital Outlay	303,160		
Transfer to Debt Service Fund	713,480		
Contingency	<u>8,840</u>		
Total	1,147,295		
	Storm Drain Reserve Fund		
Materials & Services	94,675		
Capital Outlay	616,460		
		Narcotics Forfeiture Fund	
		Personal Services	15,955
		Materials & Services	54,467
		Capital Outlay	37,500
		Transfer to Debt Service Fund	1,089
		Contingency	<u>107,289</u>
		Total	216,300
		Water Systems Development Fund	
		Materials & Services	23,665
		Capital Outlay	<u>100,100</u>
		Total	123,765
		Street Systems Development Fund	
		Materials & Services	44,230
		Capital Outlay	518,225
		Transfers	<u>75,485</u>
		Total	637,940
		Wastewater Systems Development Fund	
		Materials & Services	38,020
		Capital Outlay	<u>363,325</u>
		Total	401,345
		Storm Drain Systems Development Fund	
		Materials & Services	81,535
		Capital Outlay	<u>428,225</u>
		Total	509,760
		Parks Systems Development Fund	
		Materials & Services	15,800
		Capital Outlay	<u>170,170</u>
		Total	185,970
		<b>Total Appropriations</b>	<b>24,686,148</b>
		<u>Non-appropriated Budget Requirements</u>	
		General Fund	408,400
		Special Trusts Fund	3,000
		Industrial Park - Reserved for	
		Future Expenditure	40,796
		Wastewater Reserve Fund - Reserved	
		for Future Expenditure	<u>321,390</u>
		Total	773,586
		<b>Total Requirements</b>	<b>25,459,734</b>

**IMPOSING THE TAX**

BE IT FURTHER RESOLVED that the City Council for the City of Cottage Grove hereby imposes the taxes provided for in the adopted budget at the rate of \$7.2087 per \$1,000 of assessed value for operations, and that these taxes are hereby imposed and categorized for tax year 2008-2009 upon the assessed value of all taxable property within the City as follows:

**CATEGORIZING THE TAX**

<b>General Government Limitation</b>	<b>Excluded from Limitation</b>
General Fund . . . . . \$7.2087/\$1,000	
Local Option Levy . . . . . \$0/\$1,000	
Debt Service Fund . . . . .	\$ 0

BE IT FURTHER RESOLVED that this resolution shall be effective immediately upon its passage.

PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR THIS 23<sup>rd</sup> DAY OF JUNE, 2008.

\_\_\_\_\_  
Richard Meyers, City Manager

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Gary Williams, Mayor

Dated: \_\_\_\_\_