
Glossary

Accrual Basis - Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place.

Activities - Specific services performed in accomplishing Department objectives and goals.

Appropriation - An authorization made by Council that permits the City to incur obligations and to make expenditures of resources.

Assessed Valuation - A value established for real property for use as a basis in levying property taxes. For all agencies in the State of California, assessed value is established by the County for the secured and unsecured property tax rolls; the utility property tax roll is valued by the State Board of Equalization. Under Article XIII of the State Constitution (Proposition 13 adopted by the voters on June 6, 1978), properties are assessed at 100% of full value. Proposition 13 also modified the value of real taxable property for fiscal 1979 by rolling back values to fiscal 1976 levels. From this base of assessment, subsequent annual increases in valuation are limited to a maximum of 2%. However, increases to full value are allowed for property improvements or upon change in ownership. Personal property is excluded from these limitations, and is subject to annual reappraisal. Property taxes for general purposes cannot exceed 1% of assessed value.

Audit - Prepared by an independent certified public accountant (CPA), the primary objective of an audit is to determine if the City's financial statements fairly present the City's financial position and results of operations in conformity with generally accepted accounting principles. In conjunction with performing an audit, independent auditors customarily issue an Independent Auditors' Report stating the adequacy of the City's internal controls as well as recommending improvements to the City's financial management practices.

Bonds - A form of borrowing (debt financing) which reflects a written promise from the City to repay a sum of money on a specific date at a specified interest rate. Bonds are used to finance large capital projects such as buildings, streets, and utility infrastructure.

Budget - A financial plan for a specified period of time that matches projected revenues and planned expenditures to municipal services, goals, and objectives.

Budget Amendment - Under the City Charter, the Council has the sole responsibility for adopting the City's budget, and may amend or supplement the budget at any time after adoption by majority vote. The City Manager has the authority to approve administrative adjustments to the budget as long as those changes will not have a significant policy impact nor affect budgeted year-end fund balances.

Budget and Fiscal Policies - General and specific guidelines adopted by the Council that govern financial plan preparation and administration.

Budget in Brief - Included in the opening section of the budget, the Budget in Brief is a message from the Finance Director that provides the Council and the public with a summary of key financial indicators of the City's Annual Budget.

Budget Message - Included in the opening section of the budget, the Budget Message provides the Council and the public with a general summary of the most important aspects of the budget, changes from previous fiscal years, and the views and recommendations of the City Manager.

Budget - A financial plan for a specified period of time that matches projected revenues and planned expenditures to municipal services, goals, and objectives.

Capital Assets - Expenditures of a long-term nature such as land, buildings, machinery, furniture, and other equipment. The City has defined such assets as those with an expected life in excess of one year and an acquisition cost in excess of \$5,000.

Capital Investment Program (CIP) - A multi-year program (plan) for maintaining or replacing existing public facilities and assets, and for building or acquiring new ones.

Capital Outlay - Expenditures to acquire, rehabilitate, or construct general capital assets and major improvements.

Carryover - Unspent funds, either encumbered, reserved, or unobligated, brought forward from prior fiscal years.

City Stabilization Reserve - Established by Council June 11, 2013, this reserve covers a two-month operating balance that could be used to temporarily offset significant revenue declines, to temporarily offset cash flow needs or for urgent facility costs to preserve safety or operations. Should the reserve fall below two months, it would require notification and may require approval by bond holders and a report to the City Council on the strategy to return to the minimum funding level. The remaining portion for the unfunded obligation reserve (initially funded at \$2.1 million) could be used to pay down internal loans, pension obligation bonds, or offset post-employment health care obligations.

Climate Action Plan - In order to improve the energy efficiency of municipally owned and/or operated facilities, the City has developed a Climate Action Plan. Projects that support the Climate Action Plan have been identified in the CIP section of the budget.

Debt Financing - Borrowing funds for capital improvements needed today and pledging future revenues to repay principal and interest expenditures (see Debt Service).

Debt Instrument - Method of borrowing funds, including general obligation bonds, revenue bonds, lease/purchase agreements, lease-revenue bonds, tax allocation bonds, certificates of participation, and assessment district bonds.

Debt Service - Payments of principal and interest on bonds and other debt instruments according to a pre-determined **schedule**.

Debt Service Fund - This fund type is used to account for the payment and accumulation of resources related to general long-term debt principal and interest; debt service payments related to enterprise operations are directly accounted for in those funds.

Department - A major organizational unit of the City that has been assigned overall management responsibility for an operation or a group of related operations within a functional area.

Encumbrance - Financial commitments, such as Purchase Orders or contracts, which are chargeable to an appropriation and for which a portion of the appropriation is reserved.

Enterprise Funds - Enterprise funds establish a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It is the City's intent that the costs (including depreciation) of providing goods or services to the general public be financed or recovered primarily through user charges. The City has established five enterprise funds: Water, Waste Water, Storm Water, Refuse, and Parking.

Expenditure - The outflow of funds paid or to be paid for assets, goods, or services, regardless of when the invoice is actually paid. This term applies to all funds. Note: An encumbrance is not an expenditure; an encumbrance reserves funds to be expended (see Encumbrance).

Financial Position - The term financial position is used generically to describe either fund balance or working capital. Because governmental and enterprise funds use different bases of accounting, fund balance and working capital are different measures of results under generally accepted accounting principles. However, they represent similar concepts: resources available at the beginning of the year to fund operations, debt service, and capital improvements in the following year.

Fiscal Year - The beginning and ending period for recording financial transactions. The City has specified July 1 to June 30 as its fiscal year.

Fund Balance - Also known as financial position, fund balance for the governmental fund types is the excess of fund assets over liabilities, and represents the cumulative effect of revenues and other financing sources over expenditures and other financing uses. Fund balance is a similar (although not exact) concept as working capital in the enterprise funds (see Working Capital).

Fund - An accounting entity that records all financial transactions for specific activities or government functions. The six generic fund types used by the City are: General Fund, Special Revenue, Debt Service, Capital Projects, Enterprise, and Internal Service Funds.

General Fund - The primary operating fund of the City, all revenues that are not allocated by law or contractual agreement to a specific fund are accounted for in the General Fund. Except for subvention or grant revenues restricted for specific uses, General Fund resources can be utilized for any legitimate governmental purpose (see Fund).

Goal - A statement of broad direction, purpose, or intent.

Governmental Funds - Funds generally used to account for tax-supported activities. The City utilizes four different types of governmental funds: the General Fund, Special Revenue Funds, Debt Service Funds, and Capital Projects Funds.

Investment Revenue - Interest income from the investment of funds not immediately required to meet cash disbursement obligations.

Major City Goals - Provides policy guidance and direction for the highest priority objectives to be accomplished during the year.

Modified Accrual - An accounting method that recognizes revenues when they become available and measurable, and recognizes expenditures when liabilities are incurred.

Objective - A statement of specific direction, purpose, or intent, based on the needs of the community and the goals established for a specific program.

Operating Budget - The portion of the budget that pertains to daily operations and delivery of basic governmental services.

Operations - A grouping of related programs within a functional area.

Overhead - Administrative costs associated with city-wide operations which cannot be attributed to any specific department. These costs are subject to a city-wide overhead cost allocation plan to distribute costs on an equitable basis to departments and funds that are the beneficiaries of such expenses.

Reserve - An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

Revenue Bonds - Bonds sold to construct a project that will produce revenues pledged for the payment of related principal and interest.

Special Revenue Funds - This fund type is used to account for the proceeds from specific revenue sources (other than Trusts or major capital projects) that are legally restricted to expenditures for specific purposes.

Subventions - Revenues collected by the State (or other level of government) that are allocated to the City on a formula basis. The major subventions received by the City from the State of California include motor vehicle in-lieu and gasoline taxes.

Trust - (As related to City Trust, ED Trust, etc.) A fund established to hold funds dedicated to a specific project or purpose.

Working Capital - Also known as financial position in private sector accounting, and in enterprise fund accounting in the public sector, working capital is the excess of current assets over current liabilities. For the enterprise funds, this term is a similar (although not exact) concept as fund balance in the governmental fund types.